



# Code of Conduct

## Club Committee

Issue 1

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### Introduction

The Club recognises the huge contribution made by volunteers. The purpose of this Code of Conduct is to maintain high standards of conduct, assist individuals in their voluntary role and to protect the best interests of our Club.

Committee Members should hold their position primarily for their knowledge, skill set and experience and their ability to actively contribute to the running of the Club.

As a Club Committee Member, I will:

- promote the Constitution and Policies of our Club by acting as its ambassador and advocate always presenting it and its members in a positive light.
- act only in the interests of the Club not as individuals or small groups.
- listen and respect the views of others and always use appropriate and respectful language and behaviour.
- help establish and maintain a comprehensive set of Club Policies that are regularly reviewed.
- manage Club funds to maximise value for money in all Club financial dealings.
- champion equality and respect the rights, dignity and worth of all people involved in the Club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion.
- actively contribute to the effective work of the Club Committee by:
  - good preparation for meetings by reading all papers which have been circulated prior to meetings.
  - regular attendance, participation and contribution at meetings including constructive challenge when appropriate.
  - dealing with issues of agenda clarification before meetings and maintaining a sharp focus on agenda items in meetings so that time is used effectively.
  - respecting the office of the Committee Chair to ensure the orderly conduct of meetings and any management of conflict.
  - attempting to reach decisions by consensus and always publicly support group decisions even if different.
  - ensuring timely response to, and completion of, agreed actions.
  - supporting fellow Committee Members in their leadership of the Club.
  - attending the Club AGM and any other meeting as and when required.

I will not

- attempt to exercise individual authority over the Club or its volunteers except as explicitly set forth in agreed policies or my assigned lead responsibility areas.
- become inflexibly caught up in promoting my own views at meetings.
- gossip or act with bias or prejudice towards others.
- use offensive or discriminatory language or behaviour.
- keep quiet if I have concerns about the Club.
- fail to deliver on my commitments as a Committee Member.
- publicly disagree with decisions that the Committee takes as a group, even if I have a different personal view.

## Declarations of Interest

All Committee Members are required to:

- ensure that private or personal financial interest never influences decisions.
- ensure that the position as a Committee Member is not used for personal gain.
- disclose any direct or indirect interests which could influence judgment or give the impression that the Committee or Committee Member was acting for personal reasons.

## Confidentiality

Committee Members should not pass any confidential information gained through their involvement with the Club to a third party without the approval of the Chair.

## Misconduct

Committee Members' conduct may be unsatisfactory when a breach of the Club Policies, this Code or any legal obligation has occurred.

In cases where there is concern that a Committee Member's conduct may be considered unsatisfactory, the following procedure will be adopted:

- The Chair will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts.
- The Chair will invite two other Members of the Committee to form a Committee Misconduct Panel with them to consider the facts and to determine what action should be taken; if the complaint concerns the Chair another Committee Member will convene the Panel.
- The Panel will determine what action should be taken.
- The action taken will depend upon the seriousness of the misconduct and any previous misconduct.

In cases of serious misconduct, the Panel will seek the Committee Member's voluntary resignation from the Committee and if such resignation is not forthcoming, formal procedures will be taken to remove the Committee Member.

In cases where the Chair feels it is necessary, the relevant Committee Member may be suspended from attendance at meetings of the Committee while the matter is being investigated.

## Committee Member Grievances

This procedure for individual grievances covers those matters which are specific to the individual Committee Member in relation to his/her service as a Committee Member not to any general grievances.

If the Chair has a grievance about another Committee Member, she should raise the matter directly with the Committee Member in question. If no resolution is found, the Chair will raise the matter in writing, to another named Committee official, who will investigate and determine the appropriate course of action in consultation with the Club Secretary [or other named post eg, Treasurer if Secretary used above].

If a Committee Member wishes to raise a grievance, they should write to the Club Chair setting out the reasons for the Grievance.

If the grievance relates to another Committee Member the Chair should investigate and determine the appropriate course of action. If the grievance relates to the Chair, then the Deputy Chair (or other named Committee official) should receive the grievance in writing, investigate and determine the appropriate course of action.

If the Committee Member is not satisfied with the reply which would normally be sent within 21 days of the original grievance, they may appeal to the Chair (or other named official if the Chair has not been dealing with the grievance), in writing outlining the grounds for the appeal.

The appeal will be referred to a Committee Grievance Appeals Panel; the composition of this panel will be determined by the Chair or Deputy Chair (or other named official as above) if the original

grievance was concerning the Chair and will comprise of three Members of the Committee who are not included in any way with the grievance.

Appeals will normally be heard within 28 days of lodging the appeal. The decision of the panel is final; there is no further appeal under any circumstances.

### Committee Member Agreement to abide by this Code

This agreement reflects the hopes and intentions of the Club and the Volunteer agreeing to take on this role.