

Committee Member Codes of Conduct

Purpose

The purpose of this document is to set out the standards of behaviour expected of Chamber Members. In agreeing to be part of the Chamber, each member must also agree to adhere to these codes at all times.

Values and Principles

- Be diligent in their role and abide by the Chamber's Values and Principles
- Adhere to the policies and procedures established by the Chamber
- Always consider the welfare of the Chamber's members above personal success
- I agree to act in the best interests of the Chamber and its beneficiaries at all times
- Adhere to the legislative requirements of the Chamber

Decision Making

- I agree to taking and upholding collective decisions as a committee
- I will support the principle of clear and transparent decision making except where confidentiality must be maintained

Meetings

- Attend Committee meetings or forward an apology prior to the meeting
- I will support the Chair in their role as meeting facilitator
- I will participate in debates, but will accept a majority decision
- I will express dissent where necessary, but avoid conflict if possible
- Be open to feedback from members and respond appropriately
- Be honest at all times

Conflicts of Interest

- I will not accept any financial benefit as a Chamber member, other than that authorised by the constitution and properly agreed by the executive committee
- I will not exert any influence as a Chamber member to attempt to gain preferential treatment
- I will declare conflicts of interest as soon as they come to my attention, and withdraw from the decision making process on that issue

Confidentiality

- I will maintain confidentiality and will not disclose any confidential information concerning any aspect of the Chamber/committee/organisation, and I will seek clarification from the executive committee if I am unsure
- Not speak to the media about any aspect of the Chamber that could damage the its reputation

Working relationships

- Act as a positive role model with respect to professional business behaviour
- Treat all people associated with the Chamber, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Not take advantage of my or any other members position on the Executive Committee in any way
- If I carry out another role as a volunteer I agree to keep the two roles separate

Spokes person

- Always represent the Chamber in a professional manner
- I will only speak on behalf of the committee/Chamber when I have been authorised to do so

Good Governance

- When recruiting new committee members I will support a fair and open process in line with our constitution
- I commit to reviewing the committee regularly
- I will support the committee to comply with relevant legal and regulatory expectations and with our agreed policies and procedures

Leaving the Executive Committee

- I agree to resign from the executive committee if requested to do so by the rest of the committee following a serious breach of this code of conduct

The Chambers obligations to me in turn

- I will be provided regular financial reports and an update of activities
- I will be given adequate notice of meetings, and receive agenda and papers in advance where required
- The chair will ensure that the executive committee members have opportunities to discuss goals, activities and plans
- Other executive committee members, staff and/or volunteers will deal with me in a straightforward and respectful way