

Lundy Field Society – Committee Member Code of Conduct

Introduction

The Lundy Field Society recognises the huge contribution made by Committee members. The purpose of this Code is to maintain high standards of conduct, assist individuals in their voluntary role and to protect the best interests of our Society.

Committee members are the legal Trustees of the charity and should hold their position primarily for their knowledge, skill set and experience and their ability to actively contribute to the running of the Society.

An LFS Committee Member will endeavour to:

- ✓ promote the aims of the Society by acting as its ambassador and advocate, always presenting it and its members in a positive light
- ✓ act only in the interests of the society as a whole, not individuals or small groups
- ✓ listen and respect the views of others and always use appropriate and respectful language and behaviour
- ✓ manage Society assets to maximise value for money in all Society financial dealings
- ✓ champion equality and respect the rights, dignity and worth of all people involved in the Society, regardless of gender, ethnicity, marital status, disability, sexuality, age, occupation, religion or political opinion
- ✓ ensure their annual subscription is paid by the due date
- ✓ deliver on their commitments as a Committee member to the best of their ability
- ✓ actively contribute to the effective work of the LFS Committee by:
 - good preparation for meetings by reading all papers which have been circulated prior to meetings
 - being familiar with and adhering to the Society's published policies
 - 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 “Chair of the meeting” 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 my personal opinion is different
 - ensuring timely response to, and completion of, agreed actions
 - supporting fellow Committee members in their leadership of the Society
 - respond in a timely manner to email requests for decisions
 - ensure responses to email requests for decisions are clear, to the point and do not adversely distract from the decision required

An LFS Committee member will not:

- X attempt to exercise individual authority over the Society except as explicitly set out in agreed policies or an assigned role
- X become inflexibly caught up in promoting their own views at meetings
- X gossip or act with bias or prejudice towards others
- X use offensive or discriminatory language or behaviour either in person or via other media
- X keep quiet if I have concerns about the Society or the delivery of its Objects
- X publicly disagree with decisions that the committee takes as a group, even if they have a different personal view

Declarations of Interest

All Committee members are required to:

- Comply with the Society's Conflict of Interest policy including declaring any interests when personal interests conflict with their duty to act in the interests of the Society
- 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 Society to a third party without the approval of the Chair.

Outside Activities

Committee members should consider themselves at all times as being regarded as ambassadors of the Society and should, therefore, conduct themselves in a manner which does not damage or undermine the reputation of the Society and not take part in any activity which is in conflict with the objects of the Society or which might damage the reputation of the Society.

Representatives to outside bodies shall represent the views of the Society and report back to the committee.

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, he/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 the Vice Chair, or other officer if it involves the Vice Chair, who will investigate and determine the appropriate course of action in consultation with the Honorary Secretary.

If a Committee member wishes to raise a grievance, he/she should write to the Society 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 Vice Chair should receive the grievance in writing, investigate and determine the appropriate course of action in consultation with the Honorary Secretary (or another Officer if the grievance relates to the Honorary Secretary).

If the Committee member is not satisfied with the reply which would normally be sent within 21 days of the original grievance, he/she may appeal to the Chair (or other Officer 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 Vice Chair 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.

Misconduct by Committee Members will be dealt with under the **LFS Misconduct Procedure**.

This agreement reflects the hopes and intentions of the society and the Committee member agreeing to take on this role.

Version 1	<i>Drafted by Belinda Cox & Michael Williams, August 2023</i>	
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