

## Swiss Cottage Community Association Comprehensive Governance Code

### Values and principles

- I agree to abide by the organisation's values and principles
- I agree to act in accordance with our constitution, and agreed aims and policies
- I agree to act in the best interests of the organisation and the beneficiaries

### 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

- I will read papers and prepare for trustee meetings
- I will attend all meetings during the year, and I will send apologies in advance when possible
- 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

### Conflicts of interest

- I will not accept any financial benefit as a committee member, other than that authorised by the constitution and properly agreed by the board
- I will not exert any influence as a trustee 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 committee/organisation, and I will seek clarification from the committee if I am unsure

### Working relationships

- I will maintain respectful relationships with my fellow committee members and with employees and/or volunteers
- If I carry out another role as a volunteer I agree to keep the two roles separate

### Spokesperson

- I will only speak on behalf of the committee/organisation 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

### Support

- I will seek support when needed and offer support to other committee members when requested
- I will participate in learning and development activities
- I will make sure that adequate arrangements are made by the committee to supervise and support staff and/or volunteers

### Leaving the board

- I agree to resign from the committee if requested to do so by the rest of the committee following a serious breach of this code of conduct
- If there is no clear term of office, then I will give notice in writing to the chair of my intention to leave

### The committee's obligations to me in turn

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

Print Name: .....

Signed: .....

Date: .....