

Atlantic Alpine Atlantique (AAA) Committee Code of Conduct



I will respect and uphold the values of the AAA committee:

- **Inclusiveness** – we recognise that diversity is strength.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet the needs of our PSO's and Clubs.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work to enhance the well-being of the Sport, PSO's and our Clubs.
- **Accessible** – we will provide fair and open access to volunteer opportunities and support.
- **Forward looking** – we will recognise the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes and will seek to deliver results that benefit both the PSO's and clubs.

GENERAL

- I will act within the governing document of the AAA committee and abide by the policies and procedures of the organization.
- I will support the objects and mission of the AAA committee, championing it, using any skills or knowledge I must further that mission and seeking expert advice where appropriate.
- I will be an active volunteer, making my skills, experience and knowledge available to the AAA committee and seeking to do what additional work I can outside AAA meetings.
- I will respect the AAA committee confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of the AAA committee and its environment. This will include an understanding of how the AAA committee operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will seek to be accountable for my actions as a volunteer of the AAA committee, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the AAA committee is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with the AAA committee unless specifically authorised to do so.
- I will act in the best interests of the AAA committee, considering what is best for the AAA committee and its present and future beneficiaries and avoiding bringing the AAA committee into disrepute.
- Unless authorized, I will not put myself in a position where my personal interests' conflict with my duty to act in the interests of the AAA committee. Where there is a conflict of interest, I will ensure that this is managed effectively in line with the AAA committee policy.
- I understand that a failure to declare a conflict of interest may be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments at the AAA committee or give apologies. If I cannot regularly attend meetings, I will consider whether there are other ways I can engage with the AAA committee.
- I will prepare fully for all meetings and work for the AAA committee. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the committee and will not act individually unless specifically authorized to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the AAA committee participating in induction and training and sharing ideas for improvement with the committee.
- I will help to identify good candidates for the AAA committee and, with my fellow volunteers, will appoint new members in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I meet at the AAA committee. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of volunteers and staff of the AAA committee are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I meet at the AAA committee. I recognize my responsibility to support the Chair and the AAA Secretary.
- I will not make public comments about the AAA committee unless authorized to do so. Any public comments I make about the AAA committee will be considered and in line with organizational policy, whether I make them as an individual or as a volunteer.

LEAVING THE BOARD

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the AAA committee.
- Should this happen I will be given the opportunity to be heard. If I am asked to resign from the committee, I will accept the majority decision of the committee in this matter and resign at the earliest opportunity.
- If I wish to cease being a volunteer of the AAA committee at any time, I will inform the Chair in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

Signed

Name

Date

Revised November 2021