

NZ Lifestyle Highland Society Inc

Code of Conduct

This code of conduct outlines the behaviour expected from NZLHS Committee members. It is also meant as a guideline for all NZLHS members.

It is useful when a new Committee is elected to agree a code of conduct to underpin how Committee members should behave towards one another both during and outside of meetings. It is good to have a framework in place because it helps to safeguard relationships in times of difficulty and it underlines individual's commitment to the work of the Society. Use discussions regarding the Code of Conduct's content to reiterate what is expected from Committee members. Ensure you agree procedures for dealing with a breach of the Code and establish who will enforce these. Ask all Committee members to sign the agreed Code.

- I will attend all appropriate meetings and other appointments at the NZLHS or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with the NZLHS.
- I will prepare fully for all meetings and work for the organisation, at the best of my ability. 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 declare any conflicts of interest as soon as I become aware of such. I will act for the benefit of the Society, despite the effect on my personal interests.
- I will participate in collective decision making, accept a majority decision of the Committee and will not act individually unless specifically authorised to do so.
- 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 endeavour to work considerately and respectfully with all those I come into contact with at the NZLHS. I will respect diversity, different roles and boundaries, and avoid giving offence.
- Tone of communication and correspondence will always be of a professional nature and be without any bias or personal feelings which might exist.
- All encountered or to be raised items of general nature, issues, conflicts, misunderstandings etc are to include all Committee members when highlighted to ensure openness and fast resolution.
- Matters of sensitive, personal, private nature discussed during Committee meetings stay within the Committee unless decided otherwise by consensus of all Committee members.
- I will not make public comments about the Society unless authorised to do so. Any public comments I make about the NZLHS will be considered, in line with organisational policy and not in disrepute of the Society. Whether I make them as an individual member or as a Committee member.

Name:

Date:

Signature: