Group Member Code of Conduct

BowlsWales · BowlsCymru

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Approved by	BowlsWales Board
Owner	General Manager

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Introduction

BowlsWales recognises the huge contribution made by volunteers to the organisation. The purpose of this Code is to maintain high standards of conduct, assist individuals in their voluntary roles and to protect the best interests of BowlsWales.

This Code of Conduct applies to members of BowlsWales advisory groups, working groups and task forces. Individuals hold their positions primarily for their knowledge, skills and experience.

As a Group Member, I will:

- Promote and embed BowlsWales aims and policies.
- Act only in the interests of BowlsWales and not on behalf of any constituency or interest group.
- Help establish and maintain a robust plan that supports the work of the group.
- Actively contribute to the effective work of the group by thoroughly preparing for meetings, attending regularly, responding to agreed actions promptly and maintaining a sharp focus on agenda items.
- Attempt to reach decisions by consensus.
- Attend relevant training and take reasonable steps to stay aware of issues affecting my role and the work of the group.

It is vital that Group Members:

- Listen and respect the views of others, and seek constructive resolution where differences exist.
- Declare conflicts of interest and behave impartially on issues relating to personal or professional matters.
- Observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of funds and the management of BowlsWales.
- Act in good faith, focused on promoting the success of the company for the benefit of its members.
- Maximise value for money, ensuring services are delivered economically, efficiently and effectively.
- Maintain focus on the strategic development of BowlsWales.
- Stay up to date with the organisation's risk register and be proactive in anticipating threats.
- Seek to work effectively with the General Manager to advise, guide, enable and support.
- Respect the rights, dignity and worth of all people involved in BowlsWales.
- At all times act as an ambassador for BowlsWales and present the organisation and its people in a positive light.

I will not:

- Attempt to exercise individual authority over BowlsWales or its staff and volunteers.
- Consume alcoholic drinks or illegal substances, or smoke, during meetings.
- Become inflexibly caught up in promoting my own views.
- Gossip or act with bias or prejudice towards others.
- Use offensive or discriminatory language or behaviour.
- Keep quiet if I have concerns about the organisation.

- Publicly disagree with decisions the Board or Group takes, even if I hold a different personal view.

Declarations of Interest

All Group Members are required to:

- Ensure that private or personal financial interest never influences decisions.
- Ensure that the position as a Group Member is not used for personal gain.
- Note that the Chair has the right to request that a member withdraws from any meeting or any part of a meeting when a conflict of interest exists.
- Comply with BowlsWales policy for hospitality and gifts.

Employment

Group Members must not use their positions to obtain employment within BowlsWales for themselves, family members or close associates.

Confidentiality

Group Members must not pass confidential information gained through their involvement with BowlsWales to a third party without the approval of the Chair.

Outside Activities

Group Members should consider themselves at all times as potential ambassadors of BowlsWales and ensure that none of their other activities brings BowlsWales into disrepute.

Misconduct

A Group Member's conduct may be considered unsatisfactory where a breach of BowlsWales Regulations, this Code or standing orders has occurred. In such cases, the Chair of the Board will arrange an investigation and convene a Misconduct Panel to consider the facts and determine action.

A Group Member has the right to appeal within 14 days of the Panel's decision by writing to the Chair of the Board. The appeal panel's decision is final.

Grievances

If a Group Member wishes to raise a grievance, they should write to the Chair of the Board setting out the reasons. The Chair will investigate and determine the appropriate course of action. If not satisfied with the response (normally within 10 working days), they may appeal. Appeals will normally be heard within 15 working days. The appeal panel's decision is final.

I confirm that I have read and understood this Group Member Code of Conduct.

Signed: _____ Date: _____

Print name: _____

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