

HP Committee Code of Conduct

Version A 5/3/22

Strive to attend all meetings, sending apologies to the chair for necessary absences.

Prepare for the meeting by reading the agenda, minutes of the last meeting, papers and any emails before the meeting. Also send out to other members any notes you have before the meeting to save time.

Talk to the chair before the meeting if you need to clarify anything.

Arrive on time. Stay to the end.

Participate fully in the meeting;

- Listen to what others have to say and keep an open mind.

- Allow people to finish what they are saying before making comment.

- No “sub” conversations going on at the same time as the main discussion.

- Contribute positively to the discussions.

- Try to be concise and avoid soliloquies.

- Avoid insulting behaviour spoken or written, personal or otherwise.

Help others concentrate on the meeting.

Have the best interests of the organisation/beneficiaries in mind at all times

Draw attention to any potential conflicts of interest that may arise in the meeting.

Fulfil any responsibilities assigned to you at the meeting and report back on your progress at the next meeting.