



## **CLUB COMMITTEE CODE OF CONDUCT**

## **BLACKHEATH & ELTHAMIANS HOCKEY CLUB CLUB COMMITTEE CODE OF CONDUCT**

Becoming a Club Committee Member at Blackheath & Elthamians Hockey Club (BEHC) is a voluntary role where people kindly give some of their time for the benefit of the Club. Good governance can make an enormous difference in helping us to build an active, engaged and successful hockey club. This code sets out the expectations on and commitment from a Committee Member.

### **The role and core functions of the Club Committee:**

The role of the Club Committee is to support the long-term success and strategic direction of the Club. The Committee is appointed by and accountable to the Trustees and members of BEHC. The Committee represents the membership and makes decisions in the best interests of its members.

The Club Committee strategically lead the Club and delegate day-to-day sectional matters to the Club Captains and Chair of the Junior Section.

In partnership with the Trustees, key responsibilities of the Club Committee fall into the following areas:

- Vision, strategy and objectives
- Oversight of Club management and membership issues
- Culture and values
- Effective leadership
- Governance and policy ratification processes
- Financial reporting and controls
- Succession planning

The Committee must be made up of diverse representatives with the right mix of expertise, experience and perspectives to deliver on its responsibilities. This helps to encourage effective discussion, debate and constructive challenge.

Committee Members must function and work well as a team. It is vital Members have trust and respect for one another in their respective roles.

### **As individuals on the Committee we agree to the following:**

#### **Role and responsibilities:**

- We understand the purpose of the Club Committee and will work closely with BEHC Trustees. We recognise that any agenda items that require a vote must also be approved by Trustees in order to be officially passed.

- We will act in the best interests of the Club and its membership. This means ensuring that the Club's interests come first, and that as a Committee Member we never use our position to obtain a benefit or advantage for ourselves or other organisations.
- We will only speak on behalf of the Club Committee when we have been authorised to do so.
- We accept collective responsibility for all decisions made by the Club Committee. This means we will not speak against majority decisions outside of Committee Meetings.
- We have a duty to act fairly and without prejudice.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the Club and wider community.
- We will always be mindful of our responsibility to maintain and develop the reputation of BEHC. Our actions within the Club and local community will reflect this.
- We will act with truthfulness, honesty and integrity.
- We will treat the Club's affairs as confidential and will not disclose anything outside of the Committee Meetings except where it is already in the public domain, or unless expressly authorised to disclose information by the Club Committee.
- We will avoid conflicts of interest. Committee Members should avoid putting themselves in a position where their Club responsibilities conflicts with other interests.
- We have a duty to obey the law and not misuse Club information or property or make secret profits. Club Committee Members must understand GDPR and their role in honouring privacy of information regarding members, supporters (including sponsors) and volunteers (including fellow Committee Members and Trustees).

#### Duty to take care

- Read papers before Committee Meetings and arrive properly prepared.
- Ask questions, request clarification if further information or explanation is needed, and challenge items when not satisfied with the answers given.
- Take advice both from the management executive, Trustees and from independent advisors/organisations, when appropriate, in the best interests of the Club.

- Disclose any material interest to the Club Committee so that it can be recorded accordingly. We will also declare any conflict of interest at the start of (or during) any meeting should the situation arise.

### Commitment

- As a Committee Member we pledge to put time and energy into the role we have taken on.
- We will each involve ourselves actively in the work of the Club Committee and accept our fair share of responsibilities.
- We will make full efforts to attend all meetings and where we cannot attend we will notify the Club Secretary in advance.
- We will consider our individual and collective needs for training and development (including DBS checks), and undertake any relevant training and development as appropriate.

### Relationships

- We will strive to work as a team alongside the Trustees, in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Committee Members.
- We will support the Co-Chairs and Trustees in their role of ensuring appropriate conduct at all times.
- We are prepared to answer queries from other Committee Members and Trustees in relation to delegated functions and take into account any concerns expressed.

### **Breach of this code of conduct:**

If we believe this code has been breached, we will raise the issue with the Co-Chairs and they will investigate; the Club Committee and Trustees will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

Should it be one of the Co-Chairs that we believe has breached this code; another Committee Member e.g. Treasurer, or Trustee will investigate.