



Newmarket Joggers Committee Code of Conduct

Introduction

Newmarket Joggers recognises the huge contribution made by volunteers. The purpose of this Code is to maintain high standards of conduct, assist individuals in their voluntary role and to protect the best interests of our Club. Conduct within the Club is driven by our need to uphold the Objects of Newmarket Joggers Ltd and support the wider community of Members.

Committee members should hold their position primarily for their knowledge, skill set and experience and their ability to actively contribute to the running of the club.

As a Club Committee Member, I will: -

- promote the values, aims, rules and regulations of our club by acting as its ambassador and advocate, always presenting it and its members in a positive light
- act only in the interests of Newmarket Joggers as a whole; not individuals or small groups
- listen and respect the views of others and always use appropriate and respectful language and behaviour
- manage club funds so as to maximise value for money in all club financial dealings
- champion equality and respect the rights, dignity and worth of all people involved in the club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion, or political opinion
- actively contribute to the effective work of the Club Committee by:
 - good preparation for meetings by reading all papers which have been circulated prior to meetings
 - regular attendance, participation and contribution at meetings including constructive challenge when appropriate
 - dealing with issues of agenda clarification before meetings and maintaining a sharp focus on agenda items in meetings so that time is used effectively
 - send apologies for meetings in a timely manner
- respecting the office of the "Chair of the meeting" to ensure the orderly conduct of meetings and any management of conflict
 - attempting to reach decisions by consensus and always publicly support group decisions even if my personal opinion is different
 - ensuring timely response to, and completion of, agreed actions
- supporting fellow Committee members in their operations of the club



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- attending the Club AGM and any other meeting as and when required
- attend relevant training events and take reasonable steps to ensure that I am aware of issues which may affect my role or the Club

I will not to

- attempt to exercise individual authority over Newmarket Joggers or its volunteers or members.
- become inflexibly caught up in promoting my own views at meetings
- gossip or act with bias or prejudice towards others
- use offensive or discriminatory language or behaviour
- keep quiet if I have concerns about the club
- fail to deliver on my commitments as a committee member
- publicly disagree with decisions that the committee takes as a group, even if I have a different personal view

Confidentiality

Committee members should not pass any confidential information gained through their involvement with the Club to a third party without the approval of the Chair.

Committee Member Grievances

This procedure for individual grievances covers those matters which are specific to the individual Committee member in relation to his/her service as a Committee member not to any general grievances.

If the Chair has a grievance about another Committee member, he/she should raise the matter directly with the Committee member in question. If no resolution is found, the Chair will raise the matter in writing, to the Secretary, who will investigate and determine the appropriate course of action in consultation with the club directors.

If a Committee member wishes to raise a grievance, he/she should write to the Chair setting out the reasons for the Grievance.

If the grievance relates to another Committee member the Chair should investigate and determine the appropriate course of action. If the grievance relates to the Chair, the Secretary should receive the grievance in writing, investigate and determine the appropriate course of action.