

Clapham Common Management Advisory Committee (CCMAC)

Code of conduct

It is the responsibility of management committee members to:

- **Act within the governing document and the law** – being aware of the contents of the organisation’s governing document and the law as it applies to CCMAC.
- **Act in the best interest of CCMAC as a whole** – considering what is best for the organisation and its beneficiaries and avoiding bringing CCMAC into disrepute.
- **Manage conflicts of interest effectively** – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- **Respect confidentiality** – understanding what confidentiality means in practice for CCMAC, its board and the individuals involved with it.
- **Have a sound and up-to-date knowledge of CCMAC and its environment** – understanding how CCMAC works and the environment within which it operates.
- **Attend meetings and other appointments or give apologies** – considering other ways of engaging with the organisation if regularly unable to attend meetings.
- **Prepare fully for meetings and all work for CCMAC** – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings.
- **Actively engage in discussion, debate and voting in meetings** – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- **Act jointly and accept a majority decision** – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoiding giving offence.

Management committee members are expected to honour the content and spirit of this code.

Signed

Name

Date
