

## Voluntary Sector Representation – Code of Conduct

This code of conduct is for guidance during this interim period.

You will be representing the sector as distinct from representing your own organisation. Included in meetings there will be statutory partners, external stakeholders or principal funders.

### Key Accountability

- Strive to attend all meetings ensuring that apologies are sent to the chair of absence in a timely manner
  - If you find you are unable to attend the meeting regularly, please contact Julie Farrow on [julie@huntsforum.org.uk](mailto:julie@huntsforum.org.uk) so an alternative representative can be found.
  - Be well prepared for the meeting- reading previous minutes and accompanying papers. Understand the agenda and prepare if you are expected to contribute.
  - If you have agreed actions at a previous meeting do not leave it to the last minute to get these completed. Once the action is completed, notify the chair of the outcome. You may need to discuss this at the upcoming meeting.
  - Always arrive at the meeting on time and stay for the duration- dates and times of meeting will have been set so you are able to ensure these times are in your calendar.
- Always participate fully. You will be representing seldom heard voices- make your contribution vital and constructive. Remain calm and try to be concise.
  - Have the best interests of the sector in mind at all times. Do not let personal opinions interfere with objective judgement.
  - Identify any conflicts of interest and declare them as soon as they arise.
  - Treat everyone fairly and with respect. Should you be made to feel uncomfortable due to treatment to yourself or others than bring this to the attention of the chair and Julie Farrow.
  - Do not discuss/share anything marked “confidential” with any person or body outside the meeting.
  - Clarify points not understood at the appropriate time.