**CODE OF CONDUCT**

**FOR THE MANAGEMENT COMMITTEE OF**

**ANGUS TALKING NEWSPAPER ASSOCIATION**

**Scottish Charity No.: SCO37562**

It is the responsibility of the Management Committee to:-

* Act in the best interest of the organisation as a whole – considering what is best for the organisation and its beneficiaries and avoid bringing it into disrepute.
* Respect confidentiality – understanding what confidentiality means in practice for the organisations Management Committee.
* Have a sound and up-to-date knowledge of the organisation and its environment – understanding how the organisation works and the environment within which it operates.
* Attend meetings and other appointments or give apologies – engaging in discussion and decision making process.
* Prepare fully for meetings and all work for the organisation – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.
* Actively engage in respectful discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
* Act jointly and accept 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 avoid giving offence.
* Report alleged breaches of the code to the Chair who will investigate the complaint, and if necessary, remove the individual from their role within the organisation.
* Give reasonable notice of resignation from their role.

The Management Committee are expected to honour the content and spirit of this code.

Signed……………………………………………………………

Name…………………………………………………………….

Date………………………………………………………………