

HGC.05.C04 **Honiton Golf Club Code of Conduct for Board and Committee Members Policy**

In agreeing to be part of the Board, a committee or Vice President, members also agree to adhere to standards of behavior expected of their position of leadership in the club, both when serving and subsequently.

They shall:

1. Act honestly and in good faith at all times;
2. Attend assigned meetings or forward their apology prior to the meeting;
3. Follow up diligently on commitments made at meetings and provide written reports in good time for consideration;
4. Remain loyal to committee decisions once they are made, regardless of their individual viewpoint;
5. Maintain confidentiality of sensitive information as and when required;
6. Treat all people associated with the club with respect, including members, management and staff (if applicable), volunteers, contractors, partners, external stakeholders, and other Board/committee members
7. Be supportive of management and staff as well as the golf professional and his/her staff;
8. Be approachable and available to all members;
9. Consider the welfare of the club’s members at large at all times;
10. Not take advantage of their position on the Board/committee in any way;
11. Understand and attend to the duties and responsibilities of being on the board/committee;
12. Make decisions based on what is best for the club, not for individual interest or the interests of a few
13. Declare any ‘conflicts of interest’ in any matters that come before them for discussion or action and ensure that these conflicts do not pose a risk to the club;
14. Be open to feedback from members and respond appropriately;
15. Act as a positive role model with respect to good club behavior;
16. Ensure that confidential or draft material provided to them or discussed within a meeting of the Club or Committee remain confidential and within the confines of the meeting and must not be discussed outside that meeting or the Club.
17. Adhere to the by-laws, policies and procedures and follow the due process established by the Governance of the club.
18. Shall not store information on private computer that forms part of the registered paperwork of the club unless authorized to do so and for a specified time period.
19. Adhere to the legislative requirements of the club as set out in the Governance paperwork of the club.
20. Not receive gifts that result in personal financial benefit;
21. Always look for opportunities for improved performance of the club operations and Board/committee performance;
22. Always represent the club in a professional manner;
23. Not speak to the media, nor respond or post to social media about any aspect of the club without authority from the Board.

Print Name:		Signature	
Date:			

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