



Argyll and Bute Third Sector Interface Committee Member Code of Conduct

- Strive to attend all meetings, sending apologies to the Chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
- Ask for advice in advance if you require any clarity from the officers; it is best to arrive informed!
- Talk to the Chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
 - Listen to what others have to say and keep an open mind
 - Contribute positively to the discussions
 - Try to be concise
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
- If unable to undertake tasks, inform the Chair as soon as possible so that someone else can take on that task.

Published on the Argyll and Bute Third Sector Interface Self-Serve system (www.argylltsi.org.uk)
(Adapted from CVS Falkirk)

Version: 1.0

Published: May 2020

Review date: May 2021

Argyll and Bute Third Sector Interface | 01369 700100 | support@argylltsi.org.uk

Argyll and Bute Third Sector Interface is a Company Limited by Guarantee in Scotland No. SC277345
Scottish Charity No. SC029947

Registered office: c/o Edward Street Community Centre, Edward Street, Dunoon PA23 7PJ