

## **CVS Falkirk Resource Library 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.
- 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.

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