
Code of Conduct

Newcastle Community Centre

Approval date: 1/5/2019

Revision date: 1/5/2022
Revised 4/1/2023
Next revision date 1/1/2026

1.Responsibility for approval of policy	<i>Board</i>
2.Responsibility for implementation	<i>Board</i>
3.Responsibility for ensuring review	<i>Chairperson</i>

1. Policy Statement

- 1.1. The Code of Conduct clarifies the standards of behaviour expected from Board Members

2. Purpose

- 2.1. To provide a clear and shared understanding of the responsibility and expectations of Board Members.

3. Scope

- 3.1. This policy applies to all Newcastle Community Centre board members.

4. Principles

4.1. Law, mission, values, policies.

Board Members will not:

- Break the law or act against any regulation in force

Board Members will:

- Abide by organisational policy and procedure.

If any of these commitments cause conflict with any legal obligation, then legal obligation takes precedence.

4.2. Conflict of Interest.

Board members will:

- Always act in the best interests of the organisation.
- Work in accordance with Newcastle Community Centre Conflict of Interest and Loyalty Policy..
- Accept the judgement of the Board and do as it requires regarding potential conflicts of interest.

4.3 Personal Conduct.

Board members will:

- Act honestly, fairly and respectfully to their fellow board members, volunteers, users, Community Scheme employees and members of the community
- Strive to promote a culture of openness and transparency so that members of the public, users and regulators can have confidence in the organisation.

4.4 Guardian of the organisation's reputation

Board members will:

- Ensure that all they do on behalf of the organisation will be able to stand the test of public scrutiny.
- If asked to represent the organisation, they will reflect current policy even if personal views differ.
- When speaking in a private capacity, strive to uphold the reputation of the organisation.
- Take an active interest in the organisation's public profile and seek to promote a positive image of it.

Board members will not:

- Speak as a board member in any public forum without the prior knowledge and approval of the Chairperson.

4.5 Personal Gain

Board members will:

- Document expenses and seek reimbursement according to agreed policy
- Use organisational resources responsibly and only in accordance with authorised

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policies and procedures.

Board members will not:

- Personally gain from their role as a Board member nor permit others to do so as a result of their actions or negligence.
- Accept any gifts or hospitality without the consent of the Chairperson

4.6 Board

Board members will:

- Abide by the organisation's governance procedures and practice.
- Commit to attending all governing meetings, and in the event of unavoidable inability to attend, give advance apologies to the chairperson or secretary.
- Accept that if they are absent without apologies for three meetings in a row, they are deemed to have relinquished their role as board members.
- Strive to be familiar with all agenda items sent in good time and be prepared to contribute opinions during the meeting.
- Honour the authority of the chairperson.
- Accept and support decisions made by majority vote even if they personally disagree or voted against the decision.
- Maintain confidentiality on all business conducted at board meetings unless expressly authorised to speak outside of meetings.

4.7 Leaving the governing body.

Board members will:

- Inform the chairperson in writing stating their reasons if they wish to resign.
- Understand they may be removed from the board for substantial breach of this Code of Conduct.

This policy will be reviewed in three years or sooner if circumstances changed.

Signed:
Chairperson

Signed
Secretary

Date

Date

Signed Board member

Signed version of policy kept in NCC Centre