

# Yatton and Congresbury Wildlife Action Group

## (YACWAG) Code of Conduct

It is the responsibility of Executive Committee members or Trustees to:

- **Act within the governing document and the law** – being aware of the contents of Yatton and Congresbury Wildlife Action Group’s (YACWAG’s) governing document and the law as it applies to YACWAG.
- **Act in the best interest of YACWAG as a whole** – considering what is best for YACWAG and its beneficiaries and avoiding bringing YACWAG into disrepute.
- **Manage effectively conflicts of interest** – registering, declaring, and resolving conflicts of interest. Not gaining materially or financially unless authorised specifically to do so.
- **Respect confidentiality** – understanding what confidentiality means in practice for YACWAG, its Board and the individuals involved with it.
- **Have a sound and up-to-date knowledge of YACWAG and its environment** – understanding how YACWAG works, and the environment within which it operates.
- **Attend meetings, and other appointments or give apologies** – considering other ways of engaging with YACWAG if regularly unable to attend Trustee meetings.
- **Prepare fully for meetings, and all work for YACWAG** – reading papers, querying anything you do not understand, and thinking through issues in good time before meetings.
- **Engage actively in discussion, debate, and voting in meetings** – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- **Act jointly and accept a majority decision** – making decisions collectively, standing by them and not acting individually unless authorised specifically to do so.
- **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

Signed.....

Name.....

Date.....

Approved: *21 March 2018*

*Next Review: 2022*

