



# OLD CRANLEIGHAN HOCKEY CLUB

## Club Officer & Committee Members

### Code of Conduct Policy

#### Role Description & Person Specification

The Executive Committee takes responsibility for all the activities of the OCHC. They are responsible for the day-to-day and long-term strategic operations of The Club and are assisted in delivering The Club's Aims and Objectives by The Club's Officers and Sub-Committee members appointed from time-to-time. All Club Officers and Committee Members will abide to the following Code of Conduct to ensure best governance and practice principles.

#### Vision and Leadership

- To be committed to the aims, ethos, objectives and values of The Club.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities and the wider issues that affect The Club.
- To ensure plans are agreed by the Members at the Annual General Meeting ("AGM").

#### Accountability & Legal Responsibilities

- To ensure the Executive Committee complies with The Club's Constitution.
- To ensure The Club keeps to the law and operates best practise.
- To ensure that risks to The Club, members, staff, volunteers, visitors and service users are at an acceptable level and are efficiently and effectively managed.
- To be accountable to its Members at the AGM.

#### Financial Management

- To ensure the Club's finances are properly managed and available for review by the Club's Honorary Treasurer and Independent Financial Reviewers.
- To ensure The Club makes efficient use of resources, in particular that all monies are applied to its aims, objectives, agreed plans and budgets.
- To ensure The Club operates within the budgets set by The Club's Honorary Treasurer.

#### Qualities, Skills and Time Commitment of Executive Committee Members

- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- The term of office for Executive Committee Members is normally 3 years with an additional term of 2 years if required, and elected on an annual basis.



## OLD CRANLEIGHAN HOCKEY CLUB

- The role generally requires a commitment of approximately 2 hours to attend a Committee meeting which are held periodically and usually on the first Monday of each month.
- Ad-hoc work and liaising with other Club Officers, Committee Members, the Directors of Hockey in between Committee meetings to ensure the section's plan and budgets are being met.

### **Expectations of Committee Members**

- To strive to attend all meetings (minimum 50%), sending apologies to the Chair or Secretary for necessary absences.
- Attendance of Annual General Meeting (AGM).
- Prepare for meetings by reading the agenda, papers and emails before the meeting.
- Arrive on time and stay to the end.
- Participate fully in the meeting and help others concentrate on the meeting and avoid side conversations.
- Listen to what others have to say and keep an open mind.
- Contribute positively to discussions and try to be precise and avoid drawn-out observations/ comments/ speeches.
- Have the best interests of The Club 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.