

## **Preamble**

1. This code of conduct should be understood as being non-binding, in that it does not have constitutional force, is not a prescriptive set of rules for behaviour, and is not a guide to meeting procedure. It is instead a series of expectations.
2. In the following document, the code of conduct will be referred to simply as the 'code', and all members of the committee, including elected officers, as 'committee members'. The Whangarei Theatre Company will be referred to as the 'Society'.
3. Committee members should give a written affirmation stating that they agree to abide by the code.
4. If at any point a member of the committee feels that they cannot abide by the code, it is expected that they resign from the committee.
5. If a committee member is understood to have acted in a manner contrary to the code it is understood that this is sufficient basis for a complaint or grievance to be laid in accordance with the procedures contained in the Society's constitution.
6. The code may be altered at any time by a motion or a resolution passed by a meeting of the executive committee of the Society in a manner designated by that committee.

## **Code of Conduct**

1. Be loyal to the Society and to its mission.
2. Assume that other committee members are acting in good faith, except in cases of gross breaches of this code.
3. Observe the confidentiality of non-public information acquired in one's role as a committee member and not disclose to any other persons such information that might be harmful to the Society.
4. Be diligent and attend committee meetings prepared for full and appropriate participation in decision making. Give apologies in advance when possible in cases of unavoidable absence.
5. Do not act independently of the committee's decisions.
6. Speak with one voice through adopted policies and ensure that any disagreements with the committee's stance are resolved within the committee.
7. Avoid any conflicts of interests with respect to one's role as a committee member.
8. Recognise the lack of authority of any individual committee member in any interaction with members of the Society.
9. Recognise that only the President, working within the committee's agreed-upon delegation, or a delegate working under written delegation, can speak for the committee.
10. Be available as is reasonably possible to assist with the running of the Society and with the Society's productions.