



Code of Conduct

for Shoeburyness Residents' Association Committee Members

1. Strive to attend all meetings, sending apologies to the secretary for necessary absences. Attendance falling below 50% will trigger a *review.
2. Prepare for the meeting by reading the agenda, papers, and any emails beforehand.
3. Participate fully in the meeting;
 - a) Listen to what others have to say and keep an open mind.
 - b) Contribute positively to the discussions.
 - c) Be concise and remain focused on the topic.
4. Help others concentrate on the meeting and avoid side conversations.
5. Abide by the SRA Constitution and agreed policies and always have the best interests of the association in mind.
6. Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress when requested to do so.
7. Refrain from discussing committee matters with non-committee members.
8. Respect any access given to the association's Facebook account, Email account or Website:
 - a) Avoid publishing personal views.
 - b) Ensure public content is in line with the aims of Shoeburyness Residents' Association.
9. Return any SRA property and delete any passwords and access links from your personal devices when you cease to be a committee member.
10. Understand that failure to adhere to this code of conduct may result in suspension and/or dismissal from the committee.

**Complaints about a committee member and/or breaches of the code of conduct will be reviewed by a panel consisting of three members of the committee. The committee member in question is entitled to make representations if he/she wishes to do so before a decision is reached. The decision made by the panel at the end of the process is final and cannot be repealed.*