



## **Executive Committee Conduct Agreement**

Colchester Operatic Society fully complies with information legislation. For the full details on how we use your personal information please visit our website <https://www.colchesteroperaticsociety.co.uk/about/privacy-policy/> or speak to our Membership secretary if you are unable to access the internet.

Welcome to the Executive Committee. As a member of the Executive Committee (often shortened to exec) you help manage the society in accordance with the Society Rules (published 2015). In addition to the rules we have other policies and procedures which should also be adhered to. These are:

- Health & Safety Policy (April 2021)
- Complaints policy & procedure (October 2020)
- Privacy policy (June 2020)
- Child protection policy (April 2021)
- Social media policy (May 2021)
- Inclusion, Equality & Diversity policy (May 2021)
- COS guidance on the use of personal ICT equipment and handling emails (July 2021)
- This Executive Committee Conduct agreement (July 2021)

All policies can be found on our website:

<https://www.colchesteroperaticsociety.co.uk/about/policies/>

To help you in your role (if you have been allocated a specific role or office) you can also refer to your job description.

Your term of appointment is one year from the date of the latest AGM up until next year's AGM. At least 2 weeks before the next AGM you will need to decide whether you wish to stand for the committee again the following year as notification of nominations go out to members 14 days prior to the AGM. If the number of nominations and current committee members re-standing is greater than the number stated in the rules, then there will be a vote at the AGM to elect the specified Executive Committee members.

**All members of the Executive Committee should read the below terms, which state what is expected of them regarding their conduct as a member of the Executive Committee:**

- Executive Committee members will make every effort that is reasonably possible to ensure that all of Colchester Operatic Society's members and appointed/employed personnel are treated with dignity and respect.
- Executive Committee members will abide by the rules of the Society and act in the best interests of the Society and its members at all times.
- Executive Committee members will act as representatives of the membership and make decisions based on the best interests of the Society and its members. There will be times that the best interests of the Society will not always match the best

interests of specific individuals and members of the Executive Committee must consider all factors carefully before making decisions. In such cases the best interests of the Society as a whole will take priority, providing there is not a breach of our rules or of an individual's lawful rights.

- Executive Committee members represent the Society and its members and should conduct themselves accordingly, treating everyone with dignity and respect and presenting a positive and professional impression of the Society to others.
- Executive Committee members should respect the position of power they hold within the Society and behave responsibly and respectfully at Society rehearsals, meetings and events in order to set a good example to members, especially for our younger members in CO2.
- Executive Committee members should work together in the best interests of the Society and ensure their interactions with each other, society members, outside organisations and other appointed/employed personnel allow for positive working relationships.
- Bullying, discrimination and harassment of any kind will not be tolerated. Any evidence or reports of bullying, discrimination and/or harassment involving a member of the Executive Committee will be taken seriously, discussed by the Executive Committee (without the person in question present) and appropriate action taken by the Chair and/or Officers of the Society.
- Executive Committee members should be vigilant to bullying, discrimination and harassment of any kind between our members and/or any appointed/employed personnel and ensure appropriate action is taken as soon as possible, as necessary, with the majority of the Committee's approval where/when possible.
- Executive Committee members should ensure they carry out their responsibilities and duties as agreed to the best of their abilities. If they cannot do so, they should let other committee members know as soon as possible so they can support them with their role/responsibilities/duties or so their role/responsibilities/duties can be passed on to another committee member as appropriate and necessary.
- Executive Committee members should trust those appointed with roles and specific jobs/tasks to fulfil them but also support each other where and when possible.
- Whilst we are accountable to the membership and Executive Committee decisions, actions and reasoning should be made known to members, this is not always immediately possible or in the best interests of all members, exec members and any other individuals and organisations. **Therefore discussions at Executive Committee meetings should remain confidential unless agreed otherwise.** Details of discussions should not be disclosed to members without agreement from the majority of the Executive Committee. Minutes may contain confidential information and details of confidential discussions and are circulated with members of the Committee and the Society president (if appropriate) only. These should not be disclosed to others unless agreed by the majority of the Executive Committee. Once the majority of the Executive Committee has agreed, decisions made and overall reasoning for any decision, as well as any other agreed information should and can be shared with membership in a timely manner as appropriate.
- All members of the Executive Committee will have their own personal view points which they have the right to express in meetings and email discussions. They should equally respect the rights of others to express their own views in meetings and email discussions, providing all views expressed are not abusive, defamatory, sexist, racist and/or could be interpreted as harassment, discrimination or bullying. If any views

expressed during meetings and email discussions are considered abusive, defamatory, sexist, racist and/or interpreted as harassment, discrimination or bullying then appropriate action will be taken by the Chair or an Officer of the Society. This may include asking the individual to leave a meeting or discussion, asking the individual to review and rephrase what they are saying, asking an individual to resign from the Committee or reporting an individual for criminal prosecution.

- Decisions made by the Executive Committee are done so democratically during meetings or through email discussions whenever possible. However some decisions will need to be made quickly on behalf of the Society in its best interests. In such instances the Chair has the power to make decisions on behalf of the Executive Committee/Society. Some decisions can also be made by the appointed Officer/Committee member charged with the specific responsibility relating to the decision and who has been given the power to make such decisions on behalf of the Executive Committee. These decisions should be shared with the rest of the committee either by email or at the next meeting. The chair should be informed of any major decision made on behalf of the Society at the time of the decision or immediately afterwards in order to effectively manage the committee and Society.

**All Executive Committee members are expected to have read this document and agree to abide by the above terms.**