

## **SHETLAND SHEEP SOCIETY**

### **Code of Conduct for Officers and Management Committee Members**

Officers and Committee members (including co-opted members and sub-committee members) of the Shetland Sheep Society (“the Society”) have a duty to:-

1. Accept the responsibilities of their position, and act at all times in the best interests of the Society, ahead of any other professional or personal interest. They should at all times consider what is best for the Society and its members, and not bring the Society into disrepute.
2. Use their knowledge, expertise and experience to take the best decisions they can in the interests of the Society. The Committee acts collectively so that its decisions are collective rather than decisions of individual Committee members. Committee members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or other individual.
3. Be familiar with the Society’s Constitution and governing documents and act in accordance with their terms and any relevant legislation.
4. Have an up-to-date knowledge of the Society, its values and principles, and its operating environment.
5. Manage conflicts of interest effectively. In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Society’s interests and the committee member’s interests or a conflict between the interests of the Society and any person or entity that the committee member is involved with.

After disclosure, the committee member shall (if a majority of the other committee members present at the time so decide) leave the room for the discussion and (unless a majority of the other committee members present decide that a conflict is immaterial) shall not take part in the decision.

Note: A committee member’s interest

- Includes the interest of any relative or close friend or associate of the member or other organisation of which he/she is a member or officer
  - Includes financial interests and other personal interests which affects the wellbeing of that Committee member or his/her relative, close friend or associate of the Committee member or other organisation of which he/she is a member or officer
  - Does not include any interest which the member holds in common with the majority of the members of the Society
6. Prepare for meetings which they are expected to attend by reading the agenda, papers and any emails before the meeting. Attend all such meetings giving the Chairman prior notice of unavoidable absence.
  7. Actively engage in discussion and debate at meetings, listening carefully, challenging sensitively, and avoiding conflict. As a member of the Committee, accept and uphold collective decisions, including majority decisions, as a committee.
  8. Respect confidentiality, and work considerately and respectfully with all, respecting diversity, different roles and opinions, and avoid giving offence.