



Maynooth Town FC - Executive Committee Code of Conduct

Introduction

The Club recognises the huge contribution made by its volunteers. The purpose of this Code of Conduct is to maintain high standards, to assist Executive Committee members in their voluntary role and to protect both the Committee members and the best interests of our club.

This Code of Conduct for Executive Committee members is driven by our club values. Executive Committee members should hold their position primarily for their knowledge, skills set, experience and their ability to actively & positively contribute to the running and development of the club.

Each Executive Committee Member shall :

- ✓ Promote the values, aims, rules and regulations of our club by acting as an ambassador and advocate that always presents the Club in a positive light
- ✓ Act only in the interests of the club as a whole, not individuals or small groups
- ✓ Listen and respect the views of others and always use appropriate and respectful language and behaviour
- ✓ Help establish and maintain a comprehensive set of club rules and regulations that are regularly reviewed
- ✓ Manage club funds so as to maximise value for money in all club financial dealings
- ✓ Champion equality and respect the rights, dignity and worth of all people involved in the club
- ✓ Committee members must always behave with courtesy and respect towards other committee members
- ✓ Actively contribute to the effective work of the Executive Committee by:
 - o Good preparation for meetings
 - o Regular attendance, participation and contribution at meetings including constructive challenge when appropriate
 - o Maintain a sharp focus on agenda items in meetings so that time is used effectively
 - o Respect the "Chair of the meeting" to ensure the orderly conduct of meetings
 - o Attempt to reach decisions by consensus and not become inflexibly caught up in promoting their personal views at meetings - private or personal interest should never influence decisions
 - o Publicly support group decisions even if their personal opinion is different
 - o Ensure timely response to, and completion of, agreed actions
 - o Support fellow Committee members in their leadership of the club
 - o Attend the Club AGM and any other meeting as and when required
- ✓ Only exercise authority over the club or its volunteers where in line with club policies and their assigned responsibility area
- ✓ Speak up if they have concerns about the club

Confidentiality

Executive Committee members should exercise due discretion and not pass any information gained through their involvement with the club or discussed at meetings to a third party without the approval of the Chair or Committee.

Misconduct

Committee members' conduct may be considered to be unsatisfactory when a breach of the club rules, regulations or this Code has occurred.



In cases where there is concern that a Committee member's conduct may be considered unsatisfactory, the following procedure will be adopted:

The Chair will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts.

The Chair will invite two other members of the Committee to form a Committee Misconduct Panel (the Panel) with him/her to consider the facts and to determine what action should be taken. If the complaint concerns the Chair, then the Vice Chair will convene the Panel.

The Panel will determine what action should be taken. The action taken will depend upon the seriousness of the misconduct and any previous misconduct.

In cases of serious misconduct, the Panel may seek the Committee member's voluntary resignation from the Committee. If such resignation is not forthcoming, formal procedures may be taken to remove the Committee member.

A Committee member has the right to appeal against any decision made and may make an appeal by writing to the Chair within 14 days of being notified of the decision by the Panel setting out the grounds of the appeal.

The full Committee will hear any such appeal. The Chair may request up to two additional members of the club, with relevant experience, to be co-opted, with voting rights, to the appeal panel. The appeal panel's decision will be final.

In cases where the Chair feels it is necessary, the relevant Committee member may be suspended from attendance at meetings of the Committee while the matter is being investigated.

Committee Member Concerns

This procedure for individual concerns covers matters that are specific to an individual Committee member in relation to his/her service as a Committee member.

If the Chair has a concern about another Committee member, he/she should raise the matter directly with the Committee member in question. If no resolution is found, the Chair will raise the matter in writing to the Vice Chair, who will investigate and determine the appropriate course of action in consultation with the club Secretary.

If a Committee member wishes to raise a concern, he/she should write to the club Chair setting out the reasons for the concern. If the concern relates to another Committee member, the Chair should investigate and determine the appropriate course of action. If the concern relates to the Chair, then the Vice Chair should receive the concern in writing, investigate and determine the appropriate course of action.

If the Committee member is not satisfied with the reply which would normally be sent within 21 days of receipt of the original concern, he/she may appeal to the Committee in writing outlining the grounds for the appeal.

Appeals will normally be heard within 28 days of lodging the appeal. The decision of the Committee is final; there is no further appeal under any circumstances.

Executive Committee Member Agreement to abide by this Code

I confirm that I have read and understand this Committee Code of Conduct document:-

Signed Date



Signatory Print Name

Please print and sign two copies of this code, one to be retained by the signatory the other to be held by the Club Secretary/Chair.