



Committee Members' Charter

1. Code of Conduct

1.1. This Charter sets out the standards of personal behaviour and conduct expected by members of the 100 Marathon Club Committee and Committee sub groups of the 100 Marathon Club UK. (the Club).

1.2. Every Committee member, at their first Committee meeting, must confirm that they have read this document. This will be minuted that they understand fully their obligation to comply with this Charter.

1.3. This Charter will be sent to all Candidates standing for election.

2. Commitment to The Club

2.1. Each Committee member will discharge their responsibilities in a way which seeks to ensure that the Club operates in accordance with the values and principles that are set out in the Club's Constitution and published Policies and Procedures; it is therefore expected that each Committee member should be aware of all Policies and any updates of same. Furthermore, a Committee member will not engage in any activity or behaviour that brings the sport of running, or the Club into disrepute.

2.2. Committee members are appointed or elected by the members of the Club to represent their collective interests. They should, therefore, consider whether there is sufficient evidence that the decisions they are making accord with the interests of the members or establish mechanisms for consultation to ascertain the collective views of members.

3. Committee Members' Responsibilities

3.1. Being a Committee member brings with it a commitment to carry out all necessary duties and responsibilities. Each Committee member will:

- a. Acknowledge and abide by their duties and responsibilities;



- b. Act in accordance with the Constitution of the Club and published Policy and procedures.
- c. Attend any Committee or sub-Committee to which he or she is appointed, unless there is an unavoidable reason for non-attendance, in which case the Committee member shall notify the Committee Chair;
- d. Prepare properly for every meeting by reading in advance any documents sent out for the purpose of the meeting; and,
- e. Arrive on time for every meeting fully prepared and able to take an active role in discussions and decision making.

4. Standards of Behaviour

4.1. In addition to fulfilling their specific Committee duties, Committee members are expected to show high standards of behaviour in carrying out their responsibilities. This is necessary in order that the Committee can function properly to ensure that it plays its part appropriately in the running of the Club, and that the Club's good name and reputation is maintained.

4.2. Committee members will observe the following general standards:

- a. In their dealings with each other, and club members, Committee members must treat people politely, fairly, and with dignity and respect.
- b. On public occasions and on all Club business, Committee members must behave with integrity and in a way which is appropriate for a Committee member of such an organisation. The Committee member must not bring the Club into disrepute or prejudice its general good standing and operation in any way.
- c. Committee members should behave in a way that demonstrates their belief in the values and principles of the Club and shall conduct themselves in a way that does not call these beliefs into question or prejudice the general good standing of the Club in any way.



- d. Committee members will treat meetings of the Committee or of any Committee or sub-Committee of the Committee to which he or she is appointed, as formal occasions, and will:
 - i. Accept the authority of the chair of any meeting, expressing all questions and points of view through the chair;
 - ii. Listen to the views of the Committee members with an open mind, seek advice or clarification where needed, express their own views, and come to their own decisions on individual matters in good faith in what they believe to be in the best interests of the Club, taking into account relevant factors and ignoring irrelevant factors;
 - iii. Accept decisions made by the Committee in accordance with the Club's Constitution and published Policies and Procedures, even if they disagree with it, and voted against it if a vote was taken;
 - iv. Not resort to behaviour that could be considered aggressive, or intimidating, e.g. swearing, name calling, shouting, finger pointing, talking over others;
 - v. Keep to the agenda, raise other issues under "any other business" according to agreed procedures, and not engage in discussions during the meeting which are misleading or not relevant to the issues of the meeting; and,
 - vi. Ensure that they do not attend any meetings under the influence of alcohol, or illegal or recreational drugs.

5. Confidentiality

5.1. Committee members will treat all information which they receive in their capacity as Committee members, and all discussions at Committee meetings or within Committees or sub-Committees of the Committee, as confidential. This includes WhatsApp chats.

5.2. Committee members will observe the following obligations of confidentiality:

- a. They will not disclose any information outside Committee meetings



unless it is already in the public domain, or they are specifically authorised by the Committee to do so. This includes information about the Club's business, the deliberations of the Committee in reaching decisions, and the way individual Committee members voted on issues;

- b. They will not use any information for personal advantage;
- c. They will not make unauthorised photocopies of any documents; and,
- d. They will take proper care of any documents they receive as Committee members, and store and dispose of them securely.

6. Conflicts of Interest

6.1. Committee members must avoid any situation which may lead to a potential conflict of interest.

6.2. Committee members must disclose to the Committee, any situation which they believe may potentially give rise to a conflict of interest.

6.3. Committee members may not benefit financially or materially either personally or in respect of any business with which they are associated because of contracting with the club, procurement on behalf of the club or any other transaction relating to club business.

6.4. Committee members are prohibited from providing any services to the club for financial gain.

6.5. Claims for expenses incurred must be made by email or post to the treasurer, accompanied by supporting documentation. Two Committee members, normally officers, will review the claim and authorise payment.

6.6. Committee members must not use data and information to which they are privy for any purpose other than in the management, administration and governance of the club.

6.7. Where such an interest is notified, the Committee shall decide whether the



Committee member needs to take any action to manage this and, if so, what this must be. Examples of such action include, not attending Committee meetings where an issue relating to the conflict is being discussed or not voting on such issue. The Committee may determine any other action it believes is necessary to manage the conflict.

7. Serving on the Committee of Another Organisation

7.1. Committee members who serve on the Committee of any other organisation must treat their roles as Committee member of The Club and Committee member of any such organisation as separate.

7.2. This means that:

- a. They must maintain confidentiality in relation to information they receive in one capacity, and not disclose any such information in the other capacity unless they are expressly authorised to do so; and,
- b. When making decisions as a Committee member of the Club, they must make such decisions in what they consider to be in the best interests of the Club, and when making decisions as a Committee member of another organisation, make them in what they consider to be in the best interest of that organisation.

8. Breach of this Code

8.1 All Committee members accept that they must comply with this Code if their Committee is to function and carry out its role properly and efficiently. Where any member alleges that a Committee member is in breach of this Code, the procedures contained within the Clubs Disciplinary Code will be followed