

Guidelines for conduct during Board/Trustee meetings and communications

In line with the AAG Member Code of Conduct (see attachment 1), AAG Board Directors and Trustees of the AAG Research Trust are encouraged to adhere to the following Board/Trustee meeting guidelines.

Guidelines

- All attendees are to arrive prior to the scheduled commencement time
- Mobiles are to be switched off or to silent
- The meeting is designed to address issues, rather than personalities
- Focus is to be on who/what is right, rather than who/what is wrong
- All raised matters should remain within the remit of the meeting agenda
- Three minutes is sufficient time to make a discussion point
- ‘War stories’ from the past are to be minimised, unless the chair deems them relevant to the discussion
- Verbally supported presentations are to be limited to five minutes
- Stay on task and minimise tangential discussions or ambiguity
- Minimise the use of jargon/terminology that may not be understood by other members
- Superiority through use of intellect, knowledge or excellence is to be avoided
- Alternative views are to be encouraged by the CEO, with expression encouraged even when contrary to other Board/Trustee members
- On introducing a discussion/topic, an assumption can be made that all Board/Trustee papers have been read prior to the meeting, thus eliminating the need to repeat what is in writing
- Speak slowly and economically, ensuring brevity
- Attentive listening and displaying interest is important during discussions/presentations
- Positivity and constructive suggestions are beneficial during meetings, with negativity unwelcome

Area	Effective Date	Last Review Date	Version	Responsibility	Next Review Date
Board/Trustee	June 2017	May 2019	1 1	Board/Trustee	May 2020



Member Code of Conduct

AAG members participating in AAG activities, or engaging with other AAG members on AAG related matters, must adhere to the following code of conduct principles:

- ❖ Members must demonstrate the highest standards of courtesy, integrity, confidentiality and trust at all times.
- ❖ Members will treat all AAG employees, members and volunteers with dignity and respect. The AAG fosters and supports a culture that does not tolerate violence, bullying, harassment or discrimination towards others.
- ❖ Members should respect the dignity, rights and views of others by acting in a courteous manner at all times.
- ❖ Members should not engage in conduct likely to bring discredit upon the Association.
- ❖ Each member has a shared responsibility for ensuring that the behaviour of their AAG colleagues meets the same standards in relation to acting with courtesy and integrity and treating others with dignity and respect.

Members in breach of the AAG's code of conduct may be subject to having their membership terminated under clause 12.1(b) of the AAG Constitution.