



CODE OF CONDUCT FOR THE EXECUTIVE COMMITTEE

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Executive Committee and individual committee members will operate.

The Executive Committee of Manchester Malayalee Association accepts the following principles:-

POWERS AND RESPONSIBILITIES

- 1) We understand the purpose and the role of the Executive Committee as defined by the Constitution.
- 2) We will act within MMA's constitution and abide by the policies and procedures of the organisation. This includes having knowledge of the contents of the relevant policies and procedures set out in MMA's constitution.
- 3) We accept that we have no legal authority to act individually, except when the Executive Committee has given us delegated authority to do so, and therefore we will only speak on behalf of the Executive Committee when we have been specifically authorised to do so.
- 4) We accept collective responsibility for all decisions made by the Executive Committee or its delegated agents. This means that we will not speak against majority decisions outside the Executive Committee meeting.
- 5) We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- 6) We will encourage open and transparent governance and will act appropriately.
- 7) We will carefully consider whether executive decisions may adversely affect the community, MMA schools and activities.
- 8) We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our community and the association.
- 9) We will not create any obstructions towards the smooth running of the association by not fulfilling the delegated authority entrusted on each of us.

COMMITMENT

- 1) We acknowledge that accepting office as a committee member involves the commitment of significant amounts of time and energy.
- 2) We will each involve ourselves actively in the work of the executive committee, and accept our fair share of responsibilities, including service on committees or working groups.
- 3) We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- 4) We will get to know the association well and respond to opportunities to involve ourselves in association activities.
- 5) We will visit regularly and participate in the various MMA school activities and community events organised by MMA and act within the framework established by the Executive Committee, and agreed with the volunteers.
- 6) We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- 7) We accept that in the interests of open governance, our names, terms of office, roles on the Executive Committee and the category of committee member will be published on the association website.



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- 8) We accept that MMA office will be obtaining individual executive committee members Identify proof, Address proof, and if necessary the Disclosure and Barring Services certificate.

RELATIONSHIPS

- 1) We will strive to work as a team in which constructive working relationships are actively promoted.
- 2) We will express views openly, courteously and respectfully in all our communications including the media sources with other committee members.
- 3) We will act in the best interest of Manchester Malayalee Association, considering what is best for the organisation and its members.
- 4) We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 5) We are prepared to answer queries from other committee members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- 6) We will seek to develop effective working relationships with the President, committee members and parents, and other relevant agencies and the community.

CONFIDENTIALITY

- 1) We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, pupils & community members both inside and outside the organisation.
- 2) We will exercise the greatest prudence at all times when discussions regarding association arise outside an Executive Committee meeting.

CONFLICTS OF INTEREST

- 1) We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Executive Committee's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be available to inspect on request.
- 2) We will also declare any conflict of loyalty at the start of any meeting should the situation arise.(e.g. dual association membership)
- 3) We will act in the best interests of the community/association as a whole and not as a representative of any group, even if elected as member of a particular panel to the Executive Committee.

BREACH OF THIS CODE OF CONDUCT

- 1) If we believe this code has been breached, we will raise this issue with the Disciplinary Panel appointed by the General Body, in writing and the Disciplinary Panel will investigate the matter. If the Disciplinary Panel agrees that there is a breach of this code, the member could be suspended from the Executive Committee. The Executive Member will have the right to appeal against this decision at the next General Body meeting of the Association.



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- 2) Any allegations against any committee members should not be made outside the committee meeting.
- 3) If the code of conduct has been breached by the Executive Committee as a whole, the members can call for an extra ordinary general body meeting as per constitution Section 11, Sub-Clause 2 b.

APPROVAL / REVIEW

- 1) This Code of conduct is approved by General Body Meeting held on 01/04/2017
- 2) This Code of conduct is reviewed by General Body Meeting held on 14/07/2018
- 3) This Code of conduct is subject to review annually.

DISCIPLINARY PANEL MEMBERS – 2018-19

- 1) Jaya Chandran
- 2) Varghese K Iype
- 3) Joshy Luckose



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MMA TRUSTEES FOR 2018

NAME	POSITION	TERM OF OFFICE	BUSINESS INTEREST	CONFLICT OF LOYALTY	SIGNED
	President	2018			
	Vice President	2018			
	Secretary	2018			
	Joint Secretary	2018			
	Treasurer	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			
	Trustee	2018			