

IRISH GROCERS BENEVOLENT FUND – MEMBERS CODE OF CONDUCT

It is the responsibility of all members to:

1. Act within the Constitution & Rules of the IGBF and abide by all applicable laws, statutory & voluntary codes and regulations – be aware of the contents of the organisation’s constitution and rules and the law as it applies to the IGBF.
IGBF Constitution & Rules document available via National Executive Secretary.
2. Act in the best interests of The IGBF as a whole – consider what is best for the organisation and its beneficiaries.
3. Act independently in a personal capacity and not as the representative of any other group.
4. To maintain the highest levels of good governance, transparency and confidentiality in all matters especially financial.
5. To provide a fair and responsive service to donors and beneficiaries in accordance with the organisation’s charitable purpose.
6. Manage conflicts of interest effectively by abiding by the IGBF Conflicts Of Interest Policy and to make sure that any personal or collective potential Conflict Of Interest is declared and managed as laid out in this policy.
Copy of IGBF Conflicts Of Interest Policy available from the National Executive Secretary
7. Share knowledge, expertise and skills to advance the work of the IGBF while respecting the confidentiality of donors, beneficiaries, associates and members. All information discussed at Executive Committee meetings should be treated with the utmost confidentiality.
8. Attend meetings and other appointments on time or give apologies. If a member of the Executive Committee is absent from three out of five or four out of six or more meetings held between consecutive Annual General Meetings it will be necessary for them to retire in conjunction with those who are retiring by rotation.
9. Prepare fully for board meetings – read papers and materials in advance, query anything you don’t understand and think through issues in good time before meetings.
10. Actively engage in discussion, debate and voting in meetings – contribute positively, listen carefully, challenge sensitively, respect executive colleagues and the Chair.
11. Act jointly and accept a majority decision – make decisions collectively, stand by the decision and support its implementation and do not undermine the agreed decision.



12. Work considerately and respectfully with all, avoid giving offence, respect diversity and the different roles and responsibilities of members.
13. Work to protect the good name of the IGBF and avoid bringing the organisation into disrepute.
14. Ensure you do not benefit personally, either directly in monetary terms or indirectly via gifts and hospitality, from your association with or representation of the IGBF.
15. Ensure that any out-of-pocket expenses claimed from the organisation are receipted and approved by the Chairperson (National or Regional) and the Treasurer (Regional or National) and that all such expenses would be considered 'reasonable' in the view of an external auditor.

Board and Executive members at National and Regional level are expected to honour the content and spirit of this code at all times when working on behalf of and representing the organisation.

I understand that if I fail to abide by this code of conduct I may be asked to resign by the board.

Signed

Name

Date