

get it right on... A Committee-Chief Officer Agreement

The Committee and Chief Officer constitute the leadership team for the organisation.

The Chief Officer must be able to rely on the trustees to confront and resolve issues of governance while respectfully staying out of management. The trustees must be able to rely on the Chief Officer to confront and resolve issues of management while respectfully staying out of governance. Each can reasonably expect the other to exhibit leadership.

In adhering to a code of conduct both parties should:

1. Provide leadership to the organisation whilst recognising the contribution of others
2. Formulate and communicate the vision, values and long-term plans of the organisation
3. Respect each other's sphere of responsibility
4. Work within the policy framework laid down by the Board
5. Conduct themselves in a manner that will not damage or weaken the reputation of the organisation, its staff or committee/board and must not participate in an activity which is in conflict with the objects or may damage the reputation of the organisation
6. Uphold the highest standards with regard to confidentiality of information or material relating to aspects of the organisation. Should the integrity of the organisation be threatened, the chief officer has a duty to seek independent, confidential advice from a professional association or advisor and if necessary, contact the police or regulatory body
7. Not gain from any decision or any contractual or other relationship with the organisation. This also applies to his/her family and friends. If such a situation arises, the chief officer or any members must declare this
8. Not place him/herself under any obligation, financial or otherwise, to outside individuals or organisations that might influence him/her in the performance of their duties
9. Not benefit from any personal financial or material gain other than that contractually agreed
10. Not seek gifts in connection with their work and if they are offered, they become the property of the organisation and used for the benefit of the organisation. Exceptions only apply when written into an agreed policy
11. Only use claim expenses when it is in line with organisational policy and all expenses must be accurate and accountable
12. Clarify, understand, recognise and respect the difference in roles between the Committee/Board, the honorary officers and the staff and that they work together for the benefit of the organisation, developing a supportive and loyal relationship
13. Not undermine the authority of the Committee/Board in the eyes of the staff or other Stakeholders
14. Pursue professional development for the benefit of themselves and the organisation
15. Seek to balance, represent and when necessary, arbitrate between the various interests of the organisation's stakeholders
16. Ensure that all stakeholders have an opportunity through appropriate means, to express their views and opinions about policies and direction of the organisation