BDAC Executive Code of Conduct

January 2025

This Code of Conduct applies to people who have the powers and responsibilities delegated to them at the Annual General Meeting of the BDAC or who have been co-opted at another time. All who are appointed or elected should act for the good of the organisation, whatever the basis of their appointment. On joining the Committee, they must agree to abide by the following declaration:

As a member of the BDAC executive, I will

1. **Actively participate as an Executive Member** which means I will, *if reasonably possible:*
    - Attend all AGMS, EGMs and Half Yearly meetings of the BDAC
    - Attend all Executive meetings or give reasonable notice (7 days) of inability to attend
    - Read all the information sent to me before any meeting and familiarise myself with the agenda
    - Contribute to discussion at the meetings
    - Develop and maintain an up-to-date knowledge of the BDAC's activities
    - Take part in training offered to me
    - Attend relevant external meetings or conferences
    - Be willing if asked to act as a peer mentor to resolve complaints and issues on BCC sites
    - Be willing if asked to help share the responsibility of managing sites without committees
    - Join at least one working group set up to progress the work of the Executive

It is understood members will have different limitations on their volunteered time, however as an Executive member I expect to take on responsibilities in addition to attending the Executive meetings.

2. **Support the BDAC's objectives** and operate in line with the law and policies by

    - Promoting allotment gardening as a community resource; encouraging participation and membership.
    - By various means further the interests of members with regard to the proper cultivation, good management and safe enjoyment of the allotments.
    - Acting within the governing document of the BDAC (Co-op Rules). abide by its policies and procedures and not break the law or go against regulations governing Coops in any aspect of my role of Executive Committee Member

3. **Integrity, objectivity and confidentiality**
    - I will always strive to act in the best interests of the organisation as a whole, considering what is best for the BDAC and its present and future members and beneficiaries.
    - I will not serve in order to gain financial or material advantages and benefits for myself, my family or friends.

- I will strive to ensure that Executive decisions are made impartially and not place myself under any financial or other obligation to outside individuals or organisations that might seek to influence me in performing my role.
- I will declare any conflict of interest, and if necessary, excuse myself, or accept if I am to be omitted from any discussion where this is the case
- I will ensure that confidential material, including material about individuals and individual organisations, is handled with due care and in accordance with GDPR legislation
- I will not disclose any confidential information that I have been made privy to as an Executive member and I will respect organisational, Executive and individual confidentiality
- **For Clarification on Conflict of Interest**
  The United Kingdom Research Institute (government agency charged with these things) defines a Conflict of Interest as a situation in which an individual's ability to exercise judgement or act in one role is, could be or is seen as impaired or otherwise influenced by their involvement in another role or relationship

4. Accountability, openness and protecting reputations

- I agree we are accountable for our decisions and actions to our members, Birmingham City Council, the Financial Conduct Authority, bodies which provide funding, regulatory bodies such as the Health and Safety Executive, other stakeholders, and the public at large. I accept that I must submit myself to whatever scrutiny is appropriate to my committee role.
- I accept my responsibility to ensure that the BDAC is well run and will raise issues and questions appropriately and sensitively to ensure that this is the case
- I accept that no member has individual authority or power by being a member of the Executive Committee, unless it has been specifically delegated; only the Executive as a whole can take actions or decisions unless agreed otherwise & recorded in the minutes
- I will work as part of the team according to the practices of the BDAC Executive and not act of my own volition
- I will respect the opinions of my fellow committee members and the democratic process, which could mean decisions not in line with my own opinion. In accepting majority views as a basis for action, I also accept collective responsibility. At the same time, I maintain that the BDAC must be open to debate about all significant issues and will play my part in raising and discussing them.
- If I feel aggrieved about something that has happened at the Executive it is my responsibility to speak with Executive members to resolve the issue, rather than discussing this with third parties.
- I will not discredit the reputation of the BDAC and when acting as its representative I will conduct myself accordingly. In particular, I will not put anything on Social Media that could discredit the BDAC or breach confidentiality by posting information about the organisation or an individual member.
- I will not bring the BDAC into disrepute through gross misconduct or inappropriate behaviour, and understand I may be required to resign, should I do so.

5. Personal gain

- I will not personally gain materially or financially from my role as Executive Member, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

- I will use organisational resources responsibly. I will document expenses and seek reimbursement according to agreed procedures.

4. Breaches & resignation

- I understand that a substantial breach of any part of this code may result in my removal from the Executive by a vote of no confidence at an Executive meeting.
- In the event of a vote of no confidence, I will be allowed to have my say, however, if it is the majority decision that I stand down from the Executive, I will accept this decision and tender my resignation with immediate effect
- If at any point I decide that I no longer wish to serve on the BDAC Executive, I must tender my resignation in writing stating the reasons for my resignation. I must also ensure that any appropriate handover is completed whether this be information, paperwork, keys etc and if necessary for example if I am a signatory for the bank, be willing to stay on the Executive until another signatory has been added.
- If I have a key role within the BDAC such as Officer, Project Manager or Developer, I agree to give a minimum of three months written notice.

Signed:

Name:

Date: