

Event Management Apprenticeship Programme Board Code of Conduct

Organisational values

Board Members must commit to abide by the fundamental values underpinning the activities of the Event Management Apprenticeship Programme (EMA)

Accountability

Activities of EMA and the actions of Board Members must stand the test of scrutiny by the events industry, the media, wider stakeholders, funders/sponsors, and apprentices.

Integrity and honesty

Board Members are required to conduct themselves with integrity and honesty when dealing with colleagues within EMA, and whilst dealing with individuals and institutions outside the programme.

Transparency

EMA Board Members will at all times strive to maintain an atmosphere of openness throughout the organisation to promote confidence among apprentices, industry stakeholders, those it engages with.

Law, objectives and policies

Board Members must commit to compliance with the law and with charity regulations in all aspects of the role as a Board Director or Member. Members must support the aims and objectives of EMA, and support/abide by the policies of the EMA Board.

Conflicts of interest

Board Members are required to act in the best interests of EMA, and are required to declare any conflict of interest, or to declare circumstances which might be viewed by others as a conflict of interest. Board Members are required to submit to the judgment of the Board and do as the Board requires with reference to any potential conflict of interest

Relationships

Board Members are required to observe the law, charity regulations and organisational policies in relationships with fellow Board members, staff, volunteers, or other stakeholders that one may come into contact with.

Reputation

Board Members will not, as a Director or Member of the EMA Board, speak to the media or in a public forum without the prior knowledge and approval of the Board. If prior consent was not obtained, Members should inform the Chair and/or the Board Member responsible for Comms and PR, stating that they have spoken to the media or in a public forum about EMA. When speaking as a Member or Director of EMA, colleagues will reflect current Board policy. This applies even if the policies of EMA are not in accord with members' personal views. When speaking as a private citizen, Members will strive to uphold the reputation of EMA, and at all times respect Board and individual confidentiality. Members are required to take an interest in the public image of EMA, constantly upholding a positive reputation.

Personal gain

Board Members must agree not to gain materially or financially from their role as a Board Member or Director, nor to permit others to do so as a result of their actions or negligence. Gifts or hospitality will not be accepted other than after due consideration and agreement by the Board. Board Members will use the resources of EMA responsibly and in accordance with procedure. Any expenses will require record/documentation and need to be authorised by the Board if reimbursement is required.

Conduct at meetings

Board Members will observe Board governance procedures and best practice. They will attend all Board meetings, giving apologies in advance if not able to attend. Board Members must prepare adequately for meetings, reading papers in advance ready to discuss and debate the issues before the Board and to make decisions as required. Members must acknowledge the authority of the Chair and

respect the role of the Chair as the leader of the meeting. Members will engage in debate and voting according to procedure, maintaining a respectful attitude to the opinions of others while making their own voice heard. Members will accept a majority vote as decisive and final, and will maintain confidentiality about proceedings in meetings.

Breach of the Code of Conduct

Breach of any part of this code will result in the EMA Board removing the offending Board Member or Director. In the event that a Board Member wishes to resign from the Board, notice of resignation must be submitted to the Board Chair with at least three months notice.