

Code of Conduct and Confidentiality for Trustees of the Manchester and Lancashire Family History Society.

- [1] This Code of Conduct and Confidentiality shall form the code of conduct and confidentiality between the Trustees and the Manchester and Lancashire Family History Society [the Society].
- [2] The Trustee must always act in the best interests of the Society, endeavour to uphold its reputation and not bring it into disrepute.
- [3] Any infraction of this code will be reviewed by the Trustees who will determine both the severity of the breach and what further action, if any, is necessary.
- [4] Should any Trustee become aware of a potential conflict of interest they shall declare it at the beginning of any meeting. The Chairman's decision regarding how such a declaration shall be dealt with is final.
- [5] The Chairman of the Society shall be respected at all times as must fellow Trustees and all shall maintain a respectful attitude toward the opinion of others.
- [6] Members of MLFHS Committees must be able to express opinions and enter into discussions without fear of the details being repeated elsewhere therefore all discussions in Society Committees are to be confidential.
- [7] When the minutes of a Committee have been approved Trustees may inform any interested members of the Society of the decisions reached by the Committee and the reasons for that decision but NOT details of the discussion.
- [8] Once a minute has been approved Trustees shall accept the decision as final.
- [9] There are occasions when Trustees meet outside bodies/organisations and it will be appropriate to inform the bodies/organisation of Committee decisions and possibly the reasons for that decision. Revealing the details of the discussion is NOT acceptable.
- [10] Personnel and Financial Reports to the Executive Committee should be clearly labelled as Confidential. All Personnel and Financial matters should always be assumed to be confidential unless the Committee specifically decide otherwise.
- [11] Clause [8] should not be interpreted as preventing Society members from receiving current financial information, equating to the details given in the Annual Report, should they request it.
- [12] Details of any contract entered into by the Society should always be presumed to be confidential and unlikely to ever be made public.
- [13] If Branch Representative report decisions of the Executive Committee to their Committees they should exercise caution and act in accordance with the policy detailed above.