

CODE OF CONDUCT
***Rotating Chairs for Interim Steering Group
and Task Groups***

During our “setting up” phase it is the responsibility of the Chair to:

- ❖ Ensure that everyone adheres to the agreed ‘Meetings – Code of Conduct’
- ❖ Guide meeting participants through the agenda
- ❖ Make sure everyone understands the discussions & information and the decisions that have been made
- ❖ Make sure that meetings start and finish on time
- ❖ Make sure meetings run smoothly
- ❖ Help everyone take a full part in meetings
- ❖ Be unbiased
- ❖ Re-arrange the agenda if important issues arise
- ❖ Be prepared to keep order
- ❖ Not let meetings/individuals drag on – people get bored!
- ❖ Help to share out the work of the Task Groups and makes tasks available to LINK volunteers
- ❖ Check that people have done any jobs they said they’d do
- ❖ Remember that you are not in charge – you have been given the responsibility
- ❖ Be friendly

Agreed May 2008