



Economic Development and Tourism Steering Committee Code of Conduct

Strive to attend all meetings, sending apologies to the chair for necessary absences.

Prepare for the meeting by reading the agenda, papers and any emails before the meeting.

Talk to the chair before the meeting if you need to clarify anything.

Arrive on time. Stay to the end.

Participate fully in the meeting;

- a) Listen to what others have to say and keep an open mind.
- b) Contribute positively to the discussions.
- c) Try to be concise and avoid soliloquies.

Help others concentrate on the meeting. Discourage side conversations.

Have the best interests of the organisation/beneficiaries in mind at all times

Draw attention to any potential conflicts of interest that may arise in the meeting.

Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Respect the confidentiality of committee meetings (as per signed confidentiality agreement)