

The Addison Group of Singers
Code of Conduct for members and Trustees

Members of the Addison Group of Singers agree to:

1. Act in the best interests of the Society as a whole considering what is best for the Society and its beneficiaries and avoiding bringing it into disrepute.
2. Comply with the Society's policies and Code of Conduct and read its handbook and information sent by professional staff and trustees/management group/choir/class representatives (responding as appropriate).¹
3. Work considerately and respectfully with all members, respecting diversity, different roles and boundaries, and avoiding giving offence.
4. Show respect and be courteous towards whoever is running the choirs and classes– this includes the professional staff and accompanists.
5. Respect fellow members as singers at classes rehearsals and performances - this includes for example avoiding wearing excessive perfumes, aftershaves or other scents.
6. Inform the choir representative or appropriate professional staff if they are unable to attend a performance. All members should endeavour to attend rehearsals. Members of the auditioned groups should inform the appropriate professional staff if they are unable to attend a rehearsal, Members of the un-auditioned choirs are asked to let professional staff/choir representatives know in advance if they know they will be unable to attend more than two rehearsals. Class members are asked to inform the professional staff if they are unable to attend a class.
7. Actively and respectfully engage in any discussion, debate and voting by contributing positively, listening carefully, challenging sensitively and avoiding conflict.

In addition to the above, members who are appointed to a Management Group agree to:

8. Respect the bounds of confidentiality.
9. Attend meetings and other appointments or give apologies, and engage in discussions and decision-making processes.
10. Prepare for meetings by reading papers, querying unclear or difficult items and thinking through issues before meetings.
11. Make decisions collectively, stand by them and do not act individually unless specifically authorised to do so.
12. Manage conflicts of interest effectively by registering, declaring and resolving conflicts of interest, and not gaining materially or financially unless specifically authorised to do so.

In addition to the above, Trustees of the Addison Group of Singers agree to:

13. Act within the bounds of the Society's Constitution document and the applicable law.
14. Treat all correspondence between Trustees as confidential and ensure that it is not distributed to members, Management Groups or professional staff without the prior agreement of the Board.

¹ The Code of Conduct, policies and members handbook will be made available on the members section of the website at the next refresh. Footnote provided September 2019