



## **Committee Protocol**

1. What we do is always in the best interests of the organisation.
2. Any individual action has to be in tune with the spirit, policy and previous decisions of the Committee.
3. Matters of policy and matters involving a significant decision or monetary matters must be considered by Committee through discussion.
4. We proceed in Committee by discussion and do not take action unilaterally which may compromise the good name or call into question established policies or previous decisions of the organisation.
5. We should not seek to personalise Committee decisions which have, after all, been arrived at collectively.
6. Whilst accepting that healthy debate is essential, we should not call into disrepute decisions we arrive at collectively.
7. We should aim, wherever possible to copy in one another to all relevant email communications we send. We should avoid any communication which speaks negatively of a fellow Committee member.
8. When sending emails or putting things onto the website, we must consider at all times the possible impact/impression this may have on the Committee and the organisation and ensure the good name of Neighbourhood Watch is never called into question.
9. When putting any item onto the website regarding a matter of policy, the Chair must be informed first.
10. Communications with Police and at County level are to be done through the Chair or Vice Chair.
11. Communication with the media is to be done through the Chair or Vice Chair.
12. All items of expenditure must be notified and approved by the Chair or Vice Chair when it is not possible for the Committee to do so.
13. The Chair must approve/sign all expense claims. The Chair retains the right to not approve expense claims, reserving a decision to the next meeting of the Committee.
14. Expenses of a secretarial nature are only to be claimed by the Secretary. The Committee may make approval in special cases, however, after discussion of a particular claim.
15. In all personal dealings and in carrying out the business of Committee, each Committee member must adhere to the Neighbourhood Watch 'Code of Conduct and Ethics' Policy document.
16. By agreeing to this Committee Protocol and agreeing to be bound by the Code of Conduct and Ethics, all Committee members accept they may be subject to disciplinary provisions if found to be in breach of this Protocol.