THE FLATCOATED RETRIEVER SOCIETY

Affiliated to the Royal Kennel Club, The Field Trials Liaison Council, The B.A.S.C., The National Gamekeepers Organisation and International Gundog League Retriever Society

Code of Conduct for Committee Members and related topic

Two weeks before the meeting

- Agenda to be sent out **two weeks** before the meeting by the Hon Secretary.
- Sub-Committee reports to be received at least **one week** before the meeting.
- Any Committee member with additional agenda items should let the Hon Secretary have them at least **one week** before, allowing time for the Hon Secretary to amend the agenda and circulate to the Committee. (Should include an explanation why it is being raised and if there is a proposal it should be included with it).
- A proposal in a sub-committee report that was from an individual should be clearly separated.

At the Meeting

- Decisions where everything is to hand should be dealt with properly and proposed and seconded and voted on at the meeting so that they are documented, there should be no unfinished business. It is essential that all reports should be read before the meeting but decisions are only to be made **IF** all the facts are to hand.
- List of Actions to continue.

Confidentiality

- Confidentiality to be mentioned in the Chairman's opening address at each meeting.

- Sub-Committee Secretaries to remind their Sub-Committees of the importance of their confidentiality.
- Member of the General Committee and Sub Committees should maintain confidentiality in all matters appertaining to committee matters.

After a Meeting

- Where possible minutes to be sent out within two weeks of the meeting.
- Sub-Committee Secretaries to Report anything of importance to the General Committee, Sub Committee proposals to be ratified by the GC.

An induction pack to be sent out to all new members of the General Committee by the Hon Secretary

Additional Points

- Emails only to be sent for essential decisions, non essential to be saved for meetings.
- Any business requiring an urgent decision will be dealt with by a Zoom meeting.
- All emails to be responded to by stated deadline.
- Sub-Committee members should be ratified by the General Committee.
- All correspondence, however received, a copy should be sent to Hon Secretary.
- The General Committee should see all correspondence, Hon Secretary to circulate so that the Committee can form an opinion and reach an agreed decision which the Hon Secretary can advise the correspondent.

Updated 17 November 2025