



**THE MANDHATA YOUTH AND COMMUNITY ASSOCIATION**

Registered Charity No. 1078572

20A ROSEMEAD AVENUE, WEMBLEY, MIDDLESEX. HA9 7EE

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**MYCA  
Code of Conduct  
for  
Executive Committee,  
Trustees and Volunteers**

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## **Introduction**

This document outlines the structure, operational process and code of conduct for all volunteers which include all elected positions - the Office Bearers, Trustees and Executive Committee of the Mandhata Youth and Community Association, Wembley, to be referred to as MYCA for the purposes of this document. It clarifies our principles, linking them to standards of conduct which we adhere to, and in doing so, will protect MYCA. MYCA acts with integrity and undertakes its duties accordingly.

## **Structure**

In accordance with the MYCA constitution there are:

- a) 6 Office Bearers - President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
- b) Up to 20 Committee members.
- c) 3 Trustees.
- d) One Auditor to approve the end of year accounts.

All the above mentioned are elected at the Annual General Meeting (AGM) except for Trustees who are elected to serve a 6-year term. For the purposes of this document the above listed in a) and b) shall be referred to collectively as "the Executive Committee". The Executive Committee will take collective responsibility for executing and overseeing any required actions in maintaining, protecting and developing the community and premises of MYCA.

The Trustees' role is defined in section M of the Constitution (Ref 1).

## **Operational Principles of MYCA**

1. The President provides leadership with prime responsibility for ensuring MYCA has agreed priorities and a productive culture and add value to the charity.
2. The Executive Committee agrees the values, consistent with the charity's purpose that it wishes to promote and ensures that these values underpin all the decisions and activities of MYCA.
3. The Executive Committee and Trustees take collective responsibility for all decisions.
4. In the event of a vote taking place to settle a matter/make a decision, and in the event of a tie, the President shall have the casting vote.
5. The Executive Committee has a duty to implement all our Policy and Procedures (see page 5 of this document).

## Code of Conduct

An elected member of the MYCA Committee/Trustee is expected to:

1. Have an understanding of the MYCA constitution (see ref 1) and of relevant Policies and Procedures.
2. Respect their position of trust and integrity, including that of organizational and individual confidentiality.
3. Use MYCA resources responsibly, and when claiming expenses will do so in line with the required procedures.
4. Be accountable for their actions and will submit to whatever scrutiny is appropriate.
5. Act in the best interests of MYCA as a whole, and not as a representative of any group or individual.
6. Prevent personal interests conflicting with their duty to act in the interests of the organisation.
7. Be respected, treated fairly and respect diversity, maintaining the respect of the membership.
8. Refrain from making public comments about MYCA nor act individually unless specifically authorised to do so.
9. Attend all appropriate meetings and other appointments and notify of absence by submitting an apology in advance of the meeting.
10. Prepare fully for all meetings and complete any tasks or actions within the agreed time.
11. Engage in discussion, debate, and voting (as permitted) contributing in a considered and constructive way, listening carefully and challenging sensitively.
12. Accept majority decisions of the Executive Committee, including the outcome of a vote.

## **Resignation**

An elected member of the MYCA Committee/Trustee is expected to:

1. Inform the President/Secretary in advance of resignation in writing, (giving as much notice as possible) stating their reasons for leaving.
2. Understand that substantial breach of any part of the above code of conduct may result in procedures being put in motion that could result in them being asked to resign from their role. The individual will be given the opportunity to be heard fairly.

## **Implementation**

The President, the Trustees and the Executive Committee have specific responsibility for the effective implementation of this policy.

The Mandhata Youth and Community Association's Executive Committee

## **References**

1. MYCA Constitution (Doc no 1)
2. MYCA Equal opportunity policy (Doc no 2)
3. MYCA DBS policy statement (Doc no 3)
4. MYCA DBS policy safekeeping (Doc no 4)
5. MYCA Safeguarding policy (Doc no 5)
6. MYCA Complaints policy (Doc no 6)
7. MYCA GDPR policy (Doc no 7)
8. MYCA Community hall legal responsibilities – Health & Safety (Doc no 8)
9. MYCA Community hall Health & Safety checklist (Doc no 9)
10. MYCA Policy, operations, and code of conduct (this document. (Doc no 10).
11. MYCA protocol for religious events (Doc no 11)
12. MYCA Subcommittee protocols. (Doc no 12)

