



To: Management Committee Member

Herefordshire Short Mat Bowling Association Management Committee Confidentiality Policy

The association prides itself on being an open and inclusive organisation. It follows that the governance of the association should be as open as possible, subject to issues of organisational or personal sensitivity.

Management Committee meetings consider a variety of matters relating to the association and its members which may, at times, include matters of personal or other sensitivity or which may provoke debate with contrasting viewpoints. The association wishes its members to be able to bring sensitive issues to the committee for consideration, and for committee members to freely offer opinions and views on issues, without any fear of sensitive issues or personal opinions being inappropriately shared outside the management committee where they may be misrepresented, taken out of context or used in situations or for purposes for which they were not intended.

The minutes of Management Committee meetings are the formal mechanism for communicating committee proceedings and decisions to association members. Consideration of sensitive issues and the details of particular discussions may, at the discretion of the committee, be excluded, or referenced in an abridged form only, in the meeting minutes although details of the committee's deliberations may be more extensively recorded in the Secretary's private notes, if appropriate.

The Association requires that Management Committee members respect committee confidentiality by:

- Restricting onward communication of committee proceedings to those matters which the committee has specifically asked them to communicate or to those matters which naturally arise from the individual's specified functional role on the committee
- Restricting onward communication in all instances to matters on which the committee has agreed a formal position and to a level of detail which is recorded in the meeting minutes
- Referring any queries or requests for clarification on committee matters, from association members or otherwise, back to the committee for consideration and response
- Referring any requests for the association's views, comments or opinions from outside parties or agencies (e.g. press, other associations, national bodies) to the committee via the Chairman
- Respecting all aspects of committee confidentiality even when no longer serving on the Management Committee

The Association further requests that Management Committee members confirm their understanding and acceptance of the confidentiality policy by signing a copy of this policy and returning it to the Secretary on their first appointment to the Management Committee. Any committee member deemed to be in breach of this policy may be subject to disciplinary action.

Signed _____ Print Name _____ Date _____