

Policy of Ethical charter for membership of college committees

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Policy of Ethical charter for membership of college committees

Membership requirements for college committees are prepared to promote good practices and give committee members a summary of their obligations while working on college committees.

The charter includes the following:

1. Personal behavior

2. Accountability

3. Keeping committee records and confidentiality of information

1. **Personal conduct:** All members of the college committees must act at all times in accordance with the regulations and bylaws of the college, so that they must:

- Understanding the role and purpose of the committee.
- See all topics that may affect the progress of the committee's work.
- Attend all committee meetings and in cases where the member cannot attend, he/she must make a formal apology to the chairman of the committee.
- Actively participate and work collaboratively with other committee members and college staff.
- Prepare for all committee meetings by reading and discussing agenda items, current papers and other relevant documents.
- Do not improperly influence other members of the committee.
- New points are presented briefly without repeating at length the points that have already been made.

2. **Accountability:** It is the responsibility of all members to ensure that the committees function effectively and to ensure that the college's resources are not misused and that the necessary action is agreed upon in accordance with the role of the committee for which it was established. Committee members have to:

- Participate constructively in the activities of committees in a legal, ethical and justified manner.
- Ensure that the committee's decisions comply with college regulations and bylaws.
- Ensure that resources are optimally exploited during the work of the committee.

3. **Keeping committee records and confidentiality of information:** All documents produced by the committee are part of the college's records and should be maintained and handled with the utmost caution. Committee members coordinate with committee rapporteur to do the following:

- Ensure that the necessary procedures are followed to document the committee's decisions and procedures.
- Maintain the confidentiality of the commission's work whenever necessary, while ensuring confidentiality in the preservation of records that require that degree of confidentiality and not passing it on to others without prior written consent from the College.
- Respect the confidential discussions and do not misuse any information obtained through membership of the committee.
- Declare any potential conflict of interest in any of the topics discussed by the committee, while allowed to miss the discussion of such subjects or leave the room while considering them.