

**APAC Members Code of Conduct**

**2020**

**The objectives of APAC are to:**

* advocate the widest possible engagement in performing arts heritage collections by the general public
* promote the historical importance of collections to regional and national communities and increase public awareness of the need to preserve such collections for the future
* provide a forum for the exchange and dissemination for information, expertise and best practice in performing arts collections and heritage organisations
* assist with the development of skills in documenting and promoting the performing arts, to enable better safeguards and thus greater access to all potential users

**Membership of APAC is a commitment to the following professional codes:**

**Values and Principles**

* to abide by APAC’s objectives
* to act in accordance with APAC’s constitution, and agreed aims and policies
* to act in the best interests of APAC and the overall membership

**Meetings**

* to read papers and prepare for member meetings
* to send apologies in advance of meetings that cannot be attended
* to support the Chair in their role as meeting facilitator
* to participate in reasoned debates, but be willing to accept a majority decision
* to express dissent where necessary, but avoid conflict
* to participate fully in the meeting;
  + Listen to what others have to say
  + Keep an open mind
  + Contribute positively to the discussions
  + Try to be concise and avoid soliloquies
* To help others concentrate on the meeting and discourage side conversations

**Conflicts of Interest**

* to not accept any financial benefit as a member of APAC other than that authorised by the constitution and properly agreed by the Board
* to declare any personal conflicts of interest and withdraw from the decision-making process on that issue
* to draw attention to any potential conflicts of interest that may arise in a meeting

**Confidentiality**

* to not disclose any confidential information concerning any aspect of APAC and its day to day operation
* To seek clarification from the committee if unsure
* to only speak on behalf of APAC when authorised to do so by the Chair

**Working Relationships**

* to maintain respectful relationships with my fellow members of APAC, its employees and/or volunteers

**APAC’s Obligation to its Membership**

* Regular financial reports and an update of activities
* Adequate notice of meetings and circulate relevant agendas and papers in a timely fashion
* Meetings will be conducted professionally in a safe, inclusive and welcoming environment