



Guidelines for Conduct

For members of the Vancouver Coastal Health Community Engagement Advisory Network and other advisory committee members.

- *Strive to attend all meetings, sending regrets to the chair for necessary absences.*
- *Prepare for meetings by reading the agenda, any related documents or emails.*
- *Speak with the chair or their support staff prior to meeting if you need to clarify anything.*
- *Arrive to the meeting on time and plan to stay to the end.*
- *Participate fully in the meetings*
 - *Listen to what others have to say and keep an open mind*
 - *Contribute positively to discussions*
 - *Be concise*
- *Help others concentrate on the meeting and avoid side conversations.*
- *Have the best interest of the organization and the people it serves in mind at all times.*
- *Draw attention to any potential conflicts of interest that may arise.*
- *Fulfill any responsibilities for which you volunteer and be prepared to report back on your progress at the next meeting.*
- *Keep all confidential information received as a member of the committee strictly confidential.*