

Committee, Council, and Board Members’ Code of Conduct



We ask that all volunteers for the association’s committees and Council agree to work to the following points of our code of conduct. It’s meant to ensure that participation in our committees is a positive and rewarding experience for our volunteers, and that members and employees of the association continue to see our groups and committees as a valued and essential part of the association.

We will uphold and support the HTA’s aims, reputation, and values in our roles as committee members, and support membership of the association.

We will get to know the HTA and its employees and build positive and productive relationships with the team. We will directly give candid but constructive input and feedback to the HTA team.

We will act selflessly and objectively in our role as committee members, putting the collective interests of the association and the members we represent before any personal interest or interest particular to our businesses. In particular, we will:

- (a) Declare any conflicts of interest in any discussions.
- (b) Never accept any payments or incentives in return for representing any particular viewpoint as a committee member.

We will treat all HTA members, employees, stakeholders and suppliers with dignity, courtesy and respect. We will always uphold the HTA’s support for equality, diversity and inclusion in all areas of horticulture and wider society.

We will always act within the HTA’s Articles of Association and any committee terms of reference that have been approved by the HTA’s board.

We will familiarise ourselves with and follow the HTA’s policies and procedures for:

- (a) Complaints - where need be referring complaints received from members to the HTA’s complaints process so that they can be quickly and properly resolved.
- (b) Dispute resolution – so that disputes can be fairly, consistently, and impartially resolved.
- (c) Expenses – so that pre-authorisation is sought, and claims are settled quickly for volunteers.

We will make ourselves aware of and comply with competition law in our roles as HTA committee members and make every effort to attend training and read briefings on this topic provided by the HTA.

We will follow HTA procedures for initiating expenditure or activities undertaken in the name of the HTA or its sub-groups, and will not enter into or authorise contracts or commercial obligations for the HTA or any of its groups or committees.

We will ensure that the voices of members we represent are heard in the association, and we will consult with members as best we can in order to understand their views about the work of the committee to which we belong.

We will make every effort to attend committee meetings and to complete pre-reading for the meeting. We will contribute constructively to the work of the committee and any of its activity between meetings.

We will contribute our industry knowledge and experience to support the strategic role of the HTA's committees and recognise the difference between this strategic and advisory role and the day-to-day management of the association and its staff, for which the HTA's management team is responsible.

We will respect the confidentiality of committee meetings which we attend and the views shared by other committee members, and of any other information shared in our capacity as committee members. We will speak on behalf of the HTA or its sub-groups to media or government only if authorised to do so by the group and the HTA executive, such authorisation not to be unreasonably withheld.

Complaints or concerns that are raised about a volunteer's conduct or adherence to the code of conduct will be addressed through the association's volunteer conduct management procedure. This procedure is published on the HTA website and is available on request to all volunteers on HTA committees, Council and Board.

