

Medical Schools Council Code of Conduct



Code of conduct for MSC members

- Treat all people with respect and without discrimination
- Act in a fair and responsible way to fellow delegates, staff and volunteers
- Endeavour to attend all meetings, sending apologies to the chair and/or chief executive for necessary absences
- Endeavour to send, in your absence, an alternate who will fairly represent the school's views and whose career development will benefit from attendance
- Ensure that alternates are fully briefed on issues and discussions on the agenda
- Endeavour to arrive at meetings on time and be present for the whole of it
- Put mobile phones on silent during meeting and take urgent calls only outside of the meeting room.
- Raise points and matters for discussion through the chair
- Participate fully in the meeting, assisted by the papers circulated in advance, by:
 - Listening to others with an open mind
 - Contributing positively to discussions
 - Challenging ideas rather than individuals
 - Endeavouring to communicate clearly and concisely
- Be willing to mentor or buddy new members or alternates
- Have the best interests of the organisation in mind at all times

Code of conduct for MSC staff

- Treat all people with respect and without discrimination
- Act in a fair and responsible way to fellow staff, delegates and volunteers
- Work with commitment, honesty and integrity
- Ensure that meeting papers are informative and present balanced arguments
- Send meeting papers out a week in advance
- Prepare for the meeting by reading the papers in advance
- Endeavour to arrive at meetings on time and be present for the whole of it
- Put mobile phones on silent during meeting and take urgent calls only outside of the meeting room.
- Raise points and matters for discussion through the chair
- Facilitate actions from previous meetings in a timely manner
- Keep the chair and members informed of relevant updates and developments in between meetings
- Keep members' contact details confidential
- Have the best interests of the organisation in mind at all times