



BSS Advisory Forums (BSSAF) – Members’ Code

A. About this document

This BSSAF Members’ Code¹ document is for BSSAF members and anyone who may be interested in the work of the BSSAF. It should be read in conjunction with the other documents highlighted.

B. Member’s role

The role of members of BSSAF is to:

1. contribute their knowledge and experience to the BSSAF’s activities;
2. represent the interests, aspirations and concerns of their respective member organisation and customer group; and
3. maintain links with their respective member organisation and seek guidance from the member organisation on specific issues as and when required.

C. Members are expected to:

1. support and uphold the principles of Boat Safety Scheme Limited (“BSS”);
2. act in good faith with due diligence and vigilance, with a view to ensuring that their contribution to the BSSAF’s work is open and honest, free from commercial bias and consistent with the principles set out in the **BSSAF Terms of Reference; MoU Governance Framework, Articles of Association;**
3. maintain links with their respective member organisation and seek guidance from the member organisation on specific issues as a when required;
4. raise matters relevant to the impact and operation of BSS of concern to their member organisation by making them known through the BSSAF Convener or by raising them through Any Other Business at meetings;
5. strive to achieve BSSAF consensus in support of decision-making and recommendations that are effective and balance the responsibilities and needs, and meet the expectations of the various customer groups;
6. participate in the BSSAF’s work by attending meetings as often as is possible and respond in a timely manner to electronic communications requiring views;
7. be able to organise a substitute to attend in their place, if attendance at a meeting is not possible. Any substitute must be communicated to, and agreed by BSSAF Convener through the BSS Secretariat prior to the meeting;
8. participate in sub-groups of BSSAF to support development of BSSAF decisions and recommendations;

¹ The term ‘members’ throughout this document refers to member organisation representatives.

9. be able and willing to use electronic tools that are made available to facilitate the BSSAF's work;
10. receive training in the **BSS Risk Management Process** and the BSSAF role within it;
11. make a formal declaration to the BSSAF Convener if any matter arises that could be judged to be a conflict of interest²; and
12. upon joining the BSSAF, provide a brief summary of their experience and interests (i.e. whether a boat owner, BSS practitioner or boat broker, etc.) and agree to this being shared with all BSSAF members.

D. Members can expect:

1. courteous and open-minded treatment by BSSAF members;
2. their views to be duly considered and respected; and
3. to rely on their fellow BSSAF members' active participation and commitment and on their constructive approach to removing obstacles to progress and achieving consensus.

E. Ensuring adherence to this code

Any BSSAF member or member organisation, harbouring a cause for concern about a failure to meet the principles outlined in this code, including the treatment of members or the questioning of processes by which BSSAF decisions and recommendations are developed, should make their concerns known to the BSSAF Chair.

The BSSAF Chair will investigate and report to the Directors of BSS via the BSS office.

In the event the BSSAF Chair is concerned that a specific BSSAF member is not meeting the expectations as set out in Section C above, the shortfall will be brought to the attention of the member concerned through the BSS Secretariat. If the shortfall persists the BSSAF Chair will instruct the BSS Secretariat to contact the relevant member organisation to seek an alternative representative. In the event no progress is achieved within a reasonable timeframe, the BSSAF Chair will report the matter to the Directors of BSS via the BSS office.

The Directors of BSS reserve the right to:

1. suspend or remove a member organisation representative or member organisation for any breach of the principles outlined in this code and that is deemed to undermine BSSAF's work or reputation;
2. oversee a review of the process by which a specific BSSAF decision or recommendation was developed.

F. Review of this BSSAC Members' Code

This code is subject for review five years from the date of publication or sooner if Directors of BSS determine a review necessary.

² 'conflict of interest' - situation in which, because of other activities or relationships, transparent and effective representation of the interests, aspirations and concerns of their respective member organisations or customer group, is or could be compromised.