

## CODE OF CONDUCT FOR U3A TRUSTEES

### INTRODUCTION

"Charity trustees are responsible for controlling the management and administration of a charity. They should work together as a team and have collective responsibility for their charity" (Charity Commission).

A trustee code of conduct is an agreement between the organisation and the individual committee member which spells out the standards of behaviour expected from trustees.

Current trustees should be asked to accept it and new trustees should be advised of the code as soon as they join the committee and formally asked to accept it. Then make sure on each occasion that the acceptance is minuted.

### GENERAL

- Trustees must read the Charity Commission leaflets on the responsibilities of Charity Trustees CC3 The Essential Trustee, which can be downloaded from the Charity Commission website.
- Trustees are expected to know, follow and promote the Aims and Guiding Principles of the U3A Movement at every opportunity.
- Trustees must always act in the best interests of West Wolds U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring West Wolds U3A or the Movement into disrepute.
- Trustees are expected to reflect the current organisational policy of West Wolds U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by West Wolds U3A's governance procedures and practices.
- Trustees must never derive any pecuniary benefit from being a trustee and must notify the Chairman of any gifts received.
- Trustees are expected to use West Wolds U3A's resources responsibly and in accordance with its stated objects.
- Trustees should inform the Chairman before accepting an invitation to speak on behalf of the U3A.
- Trustees will respect both the authority of the Chairman in the role of meeting leader and accept majority committee votes as final.
- Trustees are expected to treat fellow committee members courteously and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.

### SPECIFIC - COMMITTEE MEETINGS

- **Preparation for and attendance**  
Trustees are expected to study the agenda and all supporting papers prior to the meeting.  
Trustees should strive to attend all meetings.
- **Conflict of interest**  
Trustees must declare a conflict or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity. The Chairman will then decide whether to exclude the trustee from a particular item or even from the whole meeting. In the event that the Chairman has a conflict of interest, then the committee should request the Vice-Chairman to rule on the matter.
- **Confidentiality**  
In order that all trustees feel comfortable expressing their views and ideas it is essential that everybody maintains complete confidentiality outside the committee.  
The decisions made by the committee are minuted and once approved, are available on request to members. Care must therefore be taken to ensure confidentiality is maintained.  
**Corporate responsibility**  
No matter what individual trustees' opinions or voting choices are, once an item is approved by the committee, all trustees must accept it as decisive and final, without further comment.

### Procedure to be followed in the case of any Breach of this Code of Conduct

See the Complaints Process on the West Wolds u3a website under the Info/Policies tab.

NB. If the complaint concerns the Chairman, then the Officers acting as a group should take responsibility.