

# Cambourne and District U3A

## Trustee Code of Conduct

### INTRODUCTION

Trustees are responsible for the general control and management of the administration of their unincorporated associations and they carry out these functions within the context of the legal framework i.e. the constitution. As a body they are collectively or corporately responsible for all the activities of the association and are expected to act together as a board or committee to realise its purposes.

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.

### GENERAL

- Trustees are expected to know, follow and promote the Principles of the U3A Movement at every opportunity.
- Trustees must always act in the best interests of Cambourne and District U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Cambourne and District U3A or the U3A Movement into disrepute.
- Trustees are expected to use Cambourne and District U3A's resources responsibly and in accordance with its stated objects/purposes.
- Trustees are expected to reflect the current organisational policy of Cambourne and District U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Cambourne and District 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 should inform the Chairman before accepting an invitation to speak on behalf of the U3A.
- Trustees are expected to treat fellow committee members courteously at all times 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 and 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.

### *Power to make decisions*

- This rests solely with the committee as a body and decisions can only be taken as a result of a majority vote in favour by those members of the committee present at the time. No trustee has the authority to act in isolation.

### *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 and not comment further outside the committee environment.

Current and newly elected trustees should be asked to confirm their acceptance of the code which should be minuted. Alternatively you can ask each trustee to indicate acceptance by signing and dating a copy which should be kept on file.