



CLITHEROE u3a

Registered Charity No. 10082254

Trustee Code of Conduct

Introduction

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.

Purpose

This model Trustee Code of Conduct outlines the expected standard of behaviour from Trustees in performance of their role.

- A u3a is advised to adopt a Trustee Code of Conduct which is an agreement between a u3a and individual committee members which clarifies the standard of behaviour expected in the performance of their role.
- Trustees must read the Charity Commission leaflet CC3 entitled [‘The Essential Trustee – what you need to know, what you need to do’](#) which can be downloaded from the Charity Commission website.
- Trustees must comply with Charity Law and the requirements of the Charity Commission as regulator.
- Clitheroe u3a Trustees should work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees are expected to know, follow and promote the Principles of the u3a Movement (available on the [u3a Clitheroe website](#)) at every opportunity.
- Trustees must always act in the best interests of Clitheroe u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring Clitheroe u3a or the u3a Movement into disrepute or expose it to undue risk.



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- Trustees are expected to use Clitheroe u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of Clitheroe u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Clitheroe's u3a's governance procedures and practices.
- Trustees must never derive any pecuniary benefit from being a Trustee and must notify the Chair of any gifts received.
- Trustees should inform the Chair before accepting an invitation to speak on behalf of the u3a.
- Trustees are expected to always 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.

Committee Meetings – specific requirements

Trustees are expected to read 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 Chair will then decide whether to exclude the Trustee from a particular item or even from the whole meeting. In the event the Chair has a conflict of interest, the committee should request the Vice Chair to rule on the matter. If the Vice Chair is unavailable or unable to rule on this matter, then the Chair elected for the meeting should 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 to ensure all Trustees feel comfortable expressing their views and ideas it is essential that everybody always maintains confidentiality outside the committee. The decisions made by the committee must be minuted and once approved made available to members on request.
- **Collective 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. If a Trustee is unable to accept a decision their only recourse, after due consideration, is to resign from the committee

Declaration

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.

Support, Advice and Information

The u3a run a number of online workshops to support Trustees, including 'Running your u3a – Information for Trustees'. More information about these workshops and how to book can be found on the u3a workshops page: www.u3a.org.uk/advice/workshops.

All members can also contact the u3a office for information and advice by calling 020 8466 6139 or emailing: u3a.office@u3a.org.uk.

This Code of Conduct was adopted on: 14 March 2024

Review date:

Signed Clitheroe u3a Chair