



Crawley

Registered Charity No. 1029004

Trustee Code of Conduct

Introduction

Charity trustees work together as a team and are collectively responsible for controlling the management and administration of a charity.

A trustee code of conduct is an agreement between the organisation and the individual committee member which clarifies the standard of behaviour expected in the performance of their role.

General

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.

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 Crawley U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Crawley U3A or the U3A Movement into disrepute or expose it to undue risk.

Trustees are expected to use Crawley U3A's resources responsibly and only to further its stated charitable objects/purposes.

Trustees are expected to work within the current organisational policy of Crawley U3A, regardless of whether it conflicts with their personal views.

Trustees are expected to abide by .Crawley 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

at all times. The decisions made by the committee are minuted and once approved, the minutes are available on request to members.

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 new 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.