

Trustee Code of Conduct for U3As in England and Wales

1. Document control

1.1. Approval

Date approved	02/02/2021
Approved by	Exmouth and District Committee

1.2. Version history

Version	Date	Author	Change summary
1	29/10/18	Third Age Trust (TAM)	
2	27/01/21	Christine Chittock, Chair	1: inserting 'Exmouth and District'

2. Introduction

2.1. Purpose

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

2.2. Scope

Relevant to all U3As in England and Wales.

2.3. Related documentation

U3A-KMS-DOC-012 Guiding principles
 U3A-KMS-DOC-016 Member Code of Conduct
 U3A-KMS-DOC-031 Trustee responsibilities
 U3A-KMS-DOC-052 Trustee induction

3. Trustee Code of Conduct

- U3A Trustees must work together as a team and are collectively responsible for controlling the management and administration of the U3A.
- 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 should make themselves aware of guidance from their charity regulatory authority. This is recommended whether or not the U3A is a registered charity.
- Trustees must comply with charity law (as required by the relevant regulatory authority).
- Trustees are expected to know, follow and promote the principles of the U3A movement.

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- Trustees must always act in the best interests of the U3A and the U3A movement, strive to uphold its reputation and never do anything which could bring the U3A or the U3A movement into disrepute or expose it to undue risk.
- Trustees must use their U3A's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of their U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by their U3A's governance procedures and practices.
- Trustees must never derive any pecuniary benefit (including benefits in kind) 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 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.
- All committee members must satisfy the relevant regulatory body's requirements for being Trustees.

3.1. Requirements of a Trustee

- 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 (refer to U3A-KMS-DOC-012) at every opportunity.
- Trustees must always act in the best interests of Exmouth and District u3a and the U3A Movement, strive to uphold its reputation and never do anything which could bring Exmouth and District u3a or the U3A Movement into disrepute or expose it to undue risk.
- Trustees are expected to use Exmouth and District u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of Exmouth and District u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Exmouth and District 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 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.

4. Committee Meetings – specific requirements

Refer to U3A-KMS-DOC-031

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5. 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.