

Romsey & District u3a

TRUSTEE CODE OF CONDUCT

INTRODUCTION

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

A trustee code of conduct is an agreement between the charity 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' <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3> .

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. <https://www.u3a.org.uk/about/vision>

Trustees must always act in the best interests of Romsey & District u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring Romsey & District u3a or the u3a movement into disrepute or expose it to undue risk.

Trustees are expected to use Romsey & District u3a's resources responsibly and only to further its stated charitable object:

'The charity's objective ('the Object') is the advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning, and personal development in Romsey and the surrounding areas.'

Trustees are expected to abide by Romsey & District u3a's governance procedures, policies and practices.

Trustees must not derive any pecuniary benefit from being a trustee, but it is acceptable to receive nominal gifts of appreciation (e.g. flowers, wine, chocolates etc.) and must notify the chair@romseyu3a.org.uk of any other gifts of over c£10.00 in value. However, reasonable out-of-pocket expenses will be reimbursed.

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 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 Chair will then decide whether to exclude the trustee from a particular item or even from the whole meeting. In the event that the Chair has a conflict of interest, then the committee should request the Vice Chair 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 confidentiality about the details of committee discussions outside the committee at all times. The decisions made by the committee are minuted.

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, abide by it and not comment further about the details of committee discussions outside the committee environment.

Review

This code of conduct will be reviewed annually or earlier if necessary. It was adopted on 14/09/2022