

Sutton-In-Ashfield U3A 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.
- 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.

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 Sutton-in-Ashfield U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Sutton-in-Ashfield U3A or the U3A Movement into disrepute or expose it to undue risk.
- Trustees are expected to use Sutton-in-Ashfield U3A's resources responsibly and only to further its stated charitable objects/purposes.
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Committee Meetings – specific requirements

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

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.

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.