

Trustee Code of Conduct for Woodhall Spa U3A

1. Document control

1.1. Approval

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| Date approved | 24/08/20 |
| Approved by | Woodhall Spa Committee |

1.2. Version history

| Version | Date | Author | Change summary |
|---------|------------|---------------|--|
| 1 | 15/03/20 | | Taking U3A-KMS-DOC-030 from National Office Feb 2020 & Revisions for Woodhall Spa |
| 2 | 17/08/2020 | Carmel Sefton | Include item that Trustees should strive to attend all Committee Meetings and Members' Monthly meetings. |

2. Introduction

2.1. Purpose

This Trustee Code of Conduct outlines the expected standard of behaviour from Trustees in performance of their role, and forms an agreement between Woodhall Spa U3A and individual committee members.

2.2. Scope

Relevant to Woodhall Spa U3A.

2.3. Related documentation

U3A-KMS-DOC-012 Guiding principles
 U3A-KMS-DOC-026 Terms of Membership of the Third Age Trust
 U3A-WSP-DOC-016 Member Code of Conduct
 U3A-KMS-DOC-031 Trustee responsibilities
 U3A-KMS-DOC-052 Trustee induction
 U3A-WSP-EXT-999 Trustee Eligibility Declaration for Woodhall Spa

3. Trustee Code of Conduct

- All committee members must satisfy the relevant regulatory body's requirements for being Trustees.
- 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 are expected to avail themselves of any training necessary to ensure that they fulfil their role.
- Trustees must always act in the best interests of Woodhall Spa U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Woodhall Spa U3A or the U3A Movement into disrepute or expose it to undue risk.
- Trustees are expected to use Woodhall Spa U3A's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of Woodhall Spa U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Woodhall Spa 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.
- Woodhall Spa U3A Trustees must work together as a team and are collectively responsible for controlling the management and administration of the Woodhall Spa 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.
- Trustees should strive to attend all Committee and Members' monthly meetings where possible.

4. Committee Meetings – specific requirements

Refer to U3A-KMS-DOC-031 Trustee Responsibilities

5. Declaration

Current and new elected Trustees will be asked to confirm their acceptance of the code which will be minuted.

Additionally, new Trustees will complete, sign and date the Trustee Eligibility Declaration for Woodhall Spa U3A-WSP-EXT-999. The information will be used to update the Charity Commission entry for Woodhall Spa 1142348 and the form will be kept securely on file.