

## GOVERNANCE ACADEMY

### TRUSTEE CODE OF CONDUCT

As a trustee of **(name of charity)** I promise to abide by the values of this charity which are:

#### **List the values of the charity**

I also agree to the following:

- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its champion.
- I will abide by organisational policies.
- I will always strive to act in the best interests of the charity.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will agree with the judgment of the board and do as it requires regarding potential conflicts of interest.
- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service users, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, cooperative and friendly relationships with all I come into contact with in my role as trustee.
- I will make every effort to inform the Chief Executive Officer or Chair before I speak to the media as a trustee of the organisation.

- Should a situation arise where prior consent has not been obtained, I will inform the Chief Executive Officer or Chair at once when I have spoken as a trustee of this organisation to the media.
- When I am speaking as a trustee of this charity my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the charity and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.
- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by (name of charity).
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.

- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will respect the authority of the Chair and his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive Officer in his/her role and, with my fellow board members, seek development opportunities for him/her.
- I understand that substantial breach of any part of this code may result in my removal from the trustee board.

- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Date:

This Code of Conduct has been adapted from National Council for Voluntary Organisations' publication - Best Behaviour: Using trustee codes of conduct to improve governance practice (now out of print).

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