

## Trustee Code of Conduct for u3a's in England and Wales

A Trustee code of conduct is an agreement between the organisation and the individual committee member which spells out the standards of behaviour expected from Trustees.

Current Trustees should be asked to accept it and new Trustees should be advised of the code as soon as they join the committee and formally asked to accept it. The acceptance should be minuted.

### 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.
- All committee members must satisfy the relevant regulatory body's requirements for being Trustees and sign a Declaration of Eligibility
- 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.

### Trustee Code of Conduct

- Knowle u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees must always act in the best interests of Knowle u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring Knowle u3a or the u3a Movement into disrepute or expose it to undue risk.
- Trustees are expected to use Knowle u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of Knowle u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Knowle 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 Chairman before accepting an invitation to speak on behalf of the u3a.
- Trustees are expected to always treat fellow committee members courteously and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.

### Declaration

Current and newly elected Trustees should be asked to confirm their acceptance of the code which should be minuted at the start of each new Committee cycle [the first Committee meeting after the AGM].

Trustees co-opted during the year will be asked to sign and date a copy which should be kept on file.

Trustee name

Trustee signature

Date