



Glossop University of the 3rd Age

Trustee Code of Conduct

Introduction

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

A Trustee Code of Conduct is an agreement between the organisation (GlossopU3A) and the individual committee member. It clarifies the standard of behaviour expected in the performance of their role.

General

*Trustees must read the Charity Commission's leaflet CC3 entitled "The Essential Trustee-what you need to know, what you need to do."

*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.

*Trustees must always act in the best interests of Glossop U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Glossop U3A or the U3A Movement into disrepute or expose it to undue risk.

*Trustees are expected to use Glossop U3A's resources responsibly and only to further its stated charitable objects/purposes.

*Trustees are expected to reflect the current organisational policy of Glossop U3A, regardless of whether it conflicts with their personal views.

*Trustees are expected to abide by Glossop U3A's governance procedures and practices.

*Trustees must never derive pecuniary benefit from being a trustee and must notify the chairman/woman of any gifts received.

*Trustees should inform the chairman/woman before accepting an invitation to speak on behalf of Glossop U3A or the U3A Movement.

*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.

Committee Meetings

*Trustees are expected to prepare for meetings by studying the agenda and all supporting papers prior to the meeting and to strive to attend all meetings.

*Trustees must declare a conflict, or possible conflict, of interest at the start of the committee meeting or at the earliest possible opportunity. The Chairman/woman will then decide whether to exclude the trustee from a particular item or even from the whole meeting. In the event that the Chairman/woman has a conflict of interest, then the committee should request the Vice-Chair, or senior officer, to rule on the matter.

*The power to make decisions 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 who are present at the time. No trustee has the authority to act in isolation.

*In order that all trustees feel comfortable expressing their views and ideas it is essential that every committee member maintains complete confidentiality outside the committee meetings at all times. The decisions of the committee are minuted and once approved are available on request and on Glossop U3A website for the membership.

*No matter what individual trustees' opinions are, once an item has been approved by the committee, all trustees must accept it as decisive and final and not comment further outside the committee environment.

All Trustees of Glossop U3A, current and newly elected, must confirm their acceptance of the Code of Conduct by signing and dating a copy which will be held on file until that trustee is no longer a committee member. Acceptance will be minuted at the nearest committee meeting.

I,(Committee member of Glossop U3A)

have read and accept the Code of Conduct.

Date.....