

# South Solihull Trustee Code of Conduct

## 1. Introduction

### 1.1. Purpose

This South Solihull U3A Trustee Code of Conduct outlines the expected standard of behaviour from Trustees/ Committee Members in performance of their role.

### 1.2. Scope

Relevant to all trustees/ committee members of South Solihull U3A.

### 1.3. Related documentation

U3A Guiding principles.

SSU3A Member Code of Conduct.

U3A Trustee responsibilities.

SSU3A Induction Programme for New Committee Members.

## 2. Trustee Code of Conduct

- South Solihull U3A Trustees must work together as a team and are collectively responsible for controlling the management and administration of the U3A.
- The Trustee Code of Conduct is an agreement between South Solihull 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 South Solihull 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 South Solihull U3A's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of South Solihull U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by South Solihull 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.

## 2.1. 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 South Solihull U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring South Solihull U3A or the U3A Movement into disrepute or expose it to undue risk.
- Trustees are expected to use South Solihull U3A's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of South Solihull U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by South Solihull 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 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.

## 3. Committee Meetings – specific requirements

Refer to U3A document U3A-KMS-DOC-031 on the U3A website.

## 4. Declaration

**Current and newly elected Trustees should be asked to confirm their acceptance of the code which should be minuted. Alternatively, each Trustee can indicate acceptance by signing and dating a copy of the code which should be kept on file.**