

# Trustee Code of Conduct

## Purpose

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.

## Requirements of a Trustee

- Bradford on Avon and District u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- All voting 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 (available on the [u3a website](#)) at every opportunity.
- Trustees must always act in the best interests of Bradford on Avon and District u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring Bradford on Avon and District or the u3a Movement into disrepute or expose it to undue risk.
- Trustees are expected to use Bradford on Avon and District u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current ethos and policies of Bradford on Avon and District u3a, regardless of whether it conflicts with their personal views.
- Trustees and non-voting Committee Members are expected to attend at least 75% of the Committee Meetings. Low attendance and inactivity will be followed up by the Chair and/or Vice Chair.
- Trustees are expected to abide by Bradford on Avon and District u3a's policies including governance procedures and practices

- Trustees should take every opportunity to further develop their Trustee skills and knowledge by attending national u3a training events and should regularly review the national u3a guidance on Trustee responsibilities to ensure best practice
- 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 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

Bradford on Avon and District u3a Trustees were asked to formally accept it in autumn 2024 and going forward after this date new Trustees are advised of the code as soon as they join the committee and formally asked to accept it. The acceptance is minuted.

## Related documentation

- [Principles of the u3a Movement](#)
- Member Code of Conduct
- Trustee responsibilities
- Trustee induction

Where the document isn't hyperlinked above, it can be accessed on the advice page of the u3a website: [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice).

## Support, Advice and Information

The u3a run a number of online workshops to support Trustees, including 'Running your u3a – Information for Trustees'. More information about these workshops and how to book can be found on the u3a workshops page: [www.u3a.org.uk/advice/workshops](http://www.u3a.org.uk/advice/workshops).

All members can also contact the u3a office for information and advice by calling 020 8466 6139 or emailing: [u3a.office@u3a.org.uk](mailto:u3a.office@u3a.org.uk).

Policy drafted by: .....Becky Brown.....





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