

CODE OF CONDUCT FOR TRUSTEES/ COMMITTEE MEMBERS OF LEEK U3A

- Trustees must read the Charity Commission leaflet CC3 entitled 'The Essential Trustee – what you need to know'.
- 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 Leek U3A and the U3A Movement, strive to uphold its reputation, and never do anything which could bring Leek U3A or the Movement into disrepute.
- Trustees are expected to abide by the policies and procedures of Leek U3A, regardless of whether they conflict with their personal views.
- Trustees must never derive any pecuniary benefit from being a Trustee, and must notify the Chairman of any gifts received.
- Trustees are expected to use Leek U3A's resources responsibly, and only to further its stated charitable purposes.
- Trustees should inform the Chairman before accepting an invitation to speak on behalf of the U3A.
- Trustees will respect the authority of the Chairman in the role of meeting leader, and accept majority committee votes as final.
- Trustees are expected to 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.

In addition, with regard to committee meetings, trustees should:

- Prepare for meetings by studying the agenda and reading any papers sent out in advance
- Try to attend all meetings
- Declare any conflicts of interest and withdraw from meetings if necessary
- Maintain confidentiality so that committee members feel able to express views freely
- Accept corporate responsibility for decisions of the committee, and not engage in further discussion outside of meetings