

# Lyvennet Community Trust

## Trustee Code of Conduct

This Code of Conduct should be read in conjunction with the Memorandum and Articles of the Lyvennet Community Trust (LCT).

Directors and Trustees of the LCT are one and the same: they are 'directors' by virtue of the organisation being a company and 'trustees' as a result of the company's charitable objects. For the purposes of this document the term 'trustee' will be used.

### 1. Organisational values

As a trustee of the LCT (hereinafter referred to as the Charity) I undertake to abide by the fundamental values that underpin all the activity of this organisation. These are:

#### **Accountability**

Everything the Charity does will be able to stand the test of scrutiny by the public, the media, regulators, members, stakeholders, funders, Parliament and the courts.

#### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within the Charity and equally when dealing with individuals and institutions outside it.

#### **Transparency**

The Charity strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, regulators and Parliament.

Additionally, I agree to the following points:

### 2. Law, mission, policies

- I will not break the law or go against regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

### 3. Conflicts of interest

- I will always strive to act in the best interests of the Charity.
- I will comply with the LCT Conflicts of Interest Policy

- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the Executive Board and do as it requires regarding potential conflicts of interest.

#### **4. Person to person**

- I will not break the law, go against regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

#### **5. Protecting the Charity's reputation**

- I will not speak as a trustee of this Charity to the media or in a public forum without the prior knowledge and approval of the Chair or Deputy.
- When prior consent has not been obtained, I will inform the Chair or Deputy at once if I have spoken as a trustee of this Charity to the media or in a public forum.
- When I am speaking as a trustee of this Charity, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the Charity and those who work in it.
- I will respect organisational, Executive Board and individual confidentiality.
- I will take an active interest in the Charity's public image.

#### **6. Personal gain**

- In accordance with the Conflicts of Interest Policy, I will not personally gain materially or financially from my role as trustee.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality without prior consent of the Chair or Deputy.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

#### **7. At meetings**

- I will abide by board governance procedures and practices.
- I will strive to attend all Executive Board meetings, giving apologies ahead of time to the Chair if unable to attend.

- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will respect the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.

## 8. Enhancing governance

- I will participate in induction, training and development activities for trustees as agreed by the board.
- I will support good board governance practice.
- I will strive to identify good candidates for trusteeship and support the appointment of new trustees on the basis of merit.

## 9. Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the Charity's board as adjudged under Article 4.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Adopted 11/11/2010

Signed Chair



**Lyvennet Community Trust**

