

# Trustee Code of Conduct for East Lothian u3a

## Introduction

Charity Trustees are responsible for the general control and management of the administration of their charity and they carry out these functions within the context of the charity's legal framework. As a body they are collectively or corporately responsible for all the activities of the charity and are expected to act together as a board or committee to realise its purposes.

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. New Trustees should be advised of the code and asked to formally accept it. A record should be kept of acceptance of the document or committee members can be asked to sign it. The record of acceptance needs to be kept on file.

## General

### Purpose

This Trustee Code of Conduct outlines the expected standard of behaviour from Trustees in performance of their role.

### Scope

Relevant to all u3as in Scotland registered with Office of the Scottish Charity Regulator (OSCR).

## Trustee Code of Conduct

- Trustees must read the publication produced by OSCR entitled [OSCR Guidance and Good Practice for Charity Trustees](#) available to download from the OSCR website.
- Trustees must comply with Charity Law and the requirements of OSCR as the 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 East Lothian u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring East Lothian u3a or the u3a Movement into disrepute.
- Trustees are expected to use East Lothian u3a's resources responsibly and in accordance with its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of East Lothian u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by East Lothian 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 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.

## Committee meetings

Trustees are expected to study the agenda and all supporting papers prior to the meeting and strive to attend all meetings.

## Conflict of Interest

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

## Power to make decisions

This 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 present at the time. No Trustee has the authority to act in isolation.

## Confidentiality

In order that all Trustees feel comfortable expressing their views and ideas it is essential that everybody maintains confidentiality outside the committee.

The decisions made by the committee are minuted and, once approved, should be available on request to members. Care must therefore be taken to ensure confidentiality is maintained.

## Corporate responsibility

No matter what individual Trustees' opinions or voting choices are, once an item is approved by the committee, all Trustees must accept it as decisive and final and not comment further outside the committee environment.

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



## 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).

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