**Code of Conduct for Trustees**

**Trustee Code of Conduct**

**Introduction**

At Friends of Margam Park, the Trustee Board, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

We use our values to describe the way we want to be, and how we want to be seen by everyone who comes into contact with us.

We believe in providing **care** for people who come to us. We will **accept** them as individuals and **respect** their beliefs, needs and wishes.

We aim to provide a **happy** environment in which to **encourage** recovery and progression.

**Accountability**

Everything Friends of Margam Park does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders and funders.

**Integrity and honesty**

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

**Transparency**

Friends of Margam Park strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff and charity regulators.

Additionally, I agree to the following points:

**Law, mission, policies**

* I will not break charity law or go against charity 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.

**Conflicts of interest**

* I will always strive to act in the best interests of the organisation.
* 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 board and do as it requires regarding potential conflicts of interest.

**Person to person**

* I will not break charity law, go against charity 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.

**Protecting the organisation's reputation**

* I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair.
* When prior consent has not been obtained, I will inform the Chair at once when I have spoken as a trustee of this organisation to the media or in a public forum.
* When I am speaking as a trustee of this organisation, 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 organisation and those who work in it.
* I will respect organisational, board and individual confidentiality.
* I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

**Personal gain**

* I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
* I will document expenses and seek reimbursement according to procedure.
* I will not accept gifts or hospitality without prior consent of the Chair.
* I will use organisational resources responsibly, when authorised, in accordance with procedure.

**In the boardroom**

* I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Friends of Margam Park.
* I will abide by board governance procedures and practices.
* I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
* I will study any 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 honour the authority of the Chair and respect 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.
* I will work to avoid conflict and seek external support to do this when necessary.

**Enhancing governance**

* I will participate in induction, training and development activities for trustees.
* I will continually seek ways to improve board governance practice.
* I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
* I will support the Chair in her efforts to improve her leadership skills.
* I will support the Chair in her executive role and, with my fellow board members, seek development opportunities for her.

**Leaving the board**

* I understand that substantial breach of any part of this code may result in my removal from the trustee board.
* 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.

Full Name : Signed :

Date :

*This Code of Conduct was adapted from NCVO's publication Best Behaviour: Using trustee codes of conduct to improve governance practice*