Trustee Code of Conduct for u3as in England and Wales

Introduction

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.

Current Trustees should be asked to accept it and new Trustees should be advised of the code as soon as they join the committee and formally asked to accept it. The acceptance should be minuted.

Purpose

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

Scope

Relevant to all u3as in England and Wales.

Trustee Code of Conduct

- A u3a is advised to adopt a Trustee Code of Conduct which is an agreement between a u3a and individual committee members which clarifies the standard of behaviour expected in the performance of their role.
- u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees should make themselves aware of guidance from their charity regulatory authority. This is recommended whether or not the u3a is a registered charity.
- Trustees must comply with charity law (as required by the relevant regulatory authority).
- Trustees are expected to know, follow and promote the Principles of the u3a Movement (available on the u3a website).
- Trustees must always act in the best interests of the u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring the u3a or the u3a movement into disrepute or expose it to undue risk.
- Trustees must use their u3a's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of their u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by their u3a's governance procedures and practices.
- Trustees must never derive any pecuniary benefit (including benefits in kind) 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 always be respected.
- All committee members must satisfy the relevant regulatory body's requirements for being Trustees.

Requirements of a Trustee

- 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 ..... u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring ..... u3a or the u3a Movement into disrepute or expose it to undue risk.
- Trustees are expected to use ..... u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of ..... u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by ..... 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 – specific requirements

Please refer to the document Trustee Responsibilities available to download from www.u3a.org.uk/advice.

Declaration

Current and newly elected Trustees should be asked to confirm their acceptance of the code which should be minuted. Alternatively, you can ask each Trustee 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.

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.

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

u3a	The Third Age Trust
Trustee Code of Conduct (England and Wales)	**Date**
Document formatting updated	22/11/2021
Updated formatting, links and addition of support, advice and information section	13/04/2023