**TRUSTEE INFORMATION PACK**

**CODE OF PRACTICE FOR TRUSTEES**

1. **Introduction**

 Those who serve on the Board of Trustees of (Organisation) have responsibilities both under company law as Directors and under charity law as Trustees. Each trustee is asked to agree to abide by the code of conduct which is set out in this document and to sign the attached declaration accordingly.

2. **Purpose of the code**

 The code aims to define the standards expected of (organisation name) trustees in order to ensure that:

* the organisation is effective and efficient, open and accountable;
* the highest standards of integrity and stewardship are achieved; and
* the working relationship with the Chief Executive and other staff is productive and supportive.

3. **Code of conduct**

 3.1 **Selflessness**

 Trustees have a general duty to act in the best interest of (Organisation name) as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or any organisation they may come from or represent.

 3.2 **Integrity**

 Trustees should conduct themselves in a manner which does not damage or undermine the reputation of (Organisation Name) or its staff. More specifically they;

* should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role:
* must avoid actual impropriety and any appearance of improper behaviour; and
* should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

 3.3 **Objectivity**

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, (Organisation name) Trustees should ensure that decisions are made solely on merit.

 In arriving at decisions in areas where they do not have expertise themselves trustees should consider appropriate professional advice.

 3.4 **Accountability**

 (Organisation Name) Trustees:

* have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the organisation; and
* are accountable to (Organisation Name) and other stakeholders (e.g. funders, commissioning bodies) for their decisions, the effectiveness of the Board and the performance of the organisation.

 3.5 **Openness & Confidentiality**

Trustees should ensure that confidential information and material, including material about individuals is handled in accordance with due care; so that it remains confidential.

 However, they should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

 3.6 **Honesty**

Trustees have a duty to:

* declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflict with their trustee duties, he/she must resolve this conflict in favour of the trustee role
* make relevant declarations of interest in the different circumstances and roles they play both within and out of the organisation.

 3.7 **Leadership**

 Trustees must:

* promote and support the principles of leadership by example.
* strive to attend all meetings regularly and on time, ensuring they prepare for and contribute appropriately and effectively
* bring a fair and open minded view to all discussions of the Board and ensure that all decisions are made in the organisations best interests
* respect the role of the Chief Executive and other staff
* accept and respect the difference in roles between the Board, the Chief Executive and staff, ensuring that the Board, the Chief Executive and his/her staff team work effectively and cohesively for the benefit of the organisation and develop a mutually supportive and loyal relationship
* having given the Chief Executive delegated authority, be careful – individually and collectively – not to undermine it by word or action.

**(Organisations Name)**

**TRUSTEES DECLARATION OF INTEREST**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a trustee of (Organisations Name) set out below my interests in accordance with the conflicts of interest policy.

|  |  |
| --- | --- |
| Category | *Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other closer personal connection. Attach extra sheets if necessary* |
| Current employment and any previous employment in which you continue to have a financial interest. |  |
| Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals, etc |  |
| Membership of any professional bodies, special interest groups, or mutual support organisations. |  |
| Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests. |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months. |  |
| Do you use, or care for a user of (Organisations Name) services? |  |
| Any contractual relationship with the charity |  |
| Any other conflicts that are not covered by the above. Please refer to current list of (Organisations Name) approved providers. |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# JOB DESCRIPTION FOR TRUSTEES

**Job purpose:** to further the work of the *(insert organisation name)* keeping within its charitable objectives.

**Main tasks**

1. To take part in formulating and regularly reviewing the strategic aims of the organisation.
2. With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
3. With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

Main duties

1. **Formulating strategic aims**

Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, group’s etc.

Reflect the organisation’s vision and principles, strategy and major policies at all times.

Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

1. **Ensuring policies and practices are in keeping with aims**.

Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, and groups.

 Attend meetings of the Board of Trustees.

Reflect the trustees’ policies and concerns on all its committees, sub-committees, groups.

1. **Ensuring best practice.**

Be an active member of the trustee body in exercising its responsibilities and functions.

Maintain good relations with senior managerial staff.

Take part in training sessions provided for the benefit of the trustees. Fulfil such other duties and assignments as may be required from time to time by the trustee body.