Bournemouth u3a

Trustee Code of Conduct

Introduction

This Trustee code of conduct is an agreement between Bournemouth u3a and each individual committee member which sets out the standards of behaviour expected from Trustees.

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

Purpose

The Trustee Code of Conduct sets out the expected standard of behaviour from Trustees in performance of their role.

Trustees Code of Conduct

• The Trustee Code of Conduct which is an agreement between Bournemouth u3a and individual committee members which clarifies the standard of behaviour expected in the performance of their role.

• Bournemouth u3a Trustees must work together as a team and are collectively responsible for the management and administration of the u3a.

• Trustees should make themselves aware of guidance from the Charity Commission.

• 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 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.

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 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.

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.

Related documentation

· Principles of the u3a Movement

· Member Code of Conduct - on Bournemouth Bu3a website

· Trustee responsibilities

· Trustee induction

Documents can be accessed can be accessed on the advice page of the u3a website: www.u3a.org.uk/advice

Support, Advice and Information

The national u3a and Third Age Trust 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.

Adoption and Review

This policy is based on the 'U3A Trustee Code of Conduct Template" published by TAT in April 2023 (as amended) and was adopted by Bu3a in 2024 and reviewed in July 2026. Next Policy review date: **June 2029.**