# NAME OF ORGANISATION

Trustees Code of Conduct Agreement

Recognising that our primary purpose is to work together to:

* As per the organisation’s Articles

**As Name of Organisation Board Members, we agree to:**

* Work together as part of a team
* Be accountable to the whole Board
* Participate in induction, training and development activities for Board Members
* Continually seek ways to improve Board governance practice
* Obey the company’s constitution and decisions taken under it
* Act in the best interests of the charity, taking everything we think relevant into account and not act in any way that brings the charity into disrepute
* Be honest
* Be diligent, careful and well informed about Name of Organisation’s affairs and any special skills or experience we as Board Members have
* Use the organisation’s name solely for purposes directly related to our responsibilities as a Board Member
* Make sure the organisation keeps records of our decisions
* Remember that as Board Members, we are responsible for the work we give to others
* Strive to maintain an atmosphere of openness and transparency in the organisation
* Maintain confidentiality
* Declare any conflict of interest in the organisation’s Register of Trustees’ Interests
* Avoid situations where our interests conflict with those of the organisation, when in doubt we will disclose potential conflicts quickly
* Abide by the Name of Organisation’s organisational policies
* Seek external advice where necessary, particularly if the organisation is in financial difficulty
* Not act in any way that can be construed as being: fraudulent through inappropriate handling of expenses claims or charity resources; racist; sexist; aggressive or intimidating

**Whilst serving on the Name of Organistion Board we expect:**

* To be able to air ideas and concerns without being judged
* To have an equal voice and participation
* To be recognised as being part of the team
* To have reasonable out-of-pocket expenses met, to the maximum amount set in the travel and subsistence policy
* To be treated with respect and courtesy

**Failure to attend a Name of Organisation Board meeting for 6 months without giving reason can lead to removal of a Board member from the Board.**

**I agree to abide by the Code of Conduct set out above:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_