

CODE OF CONDUCT FOR TRUSTEES-BRISTOL u3a

| Created Author/Date | Reviewed/Updated Author/Date | Approved By Exec. Comte. | Review Date |
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| IB 11/08/22 | IB 19/09/22 | 1/11/22 | 1/11/25 |
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1.0 Purpose

This Trustee Code of Conduct outlines the expected standards of behaviour from Trustees in the performance of their role. It should be read in conjunction with the Bristol u3a Code of Conduct for all members.

2.0 Trustee Code of Conduct

- *Bristol 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 the Third Age Trust (national u3a) and Charity Commission, and 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

- *Trustees must always act in the best interests of Bristol u3a and the u3a movement, strive to uphold its reputation, and never do anything which could bring either into disrepute or expose it to undue risk

- *Trustees must use Bristol u3a resources responsibly and only to further its stated charitable purpose

- *Trustees are expected to reflect the current organisational policy of Bristol u3a, regardless of whether it conflicts with their own personal views

- *Trustees are expected to abide by Bristol 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 or Vice-Chair of any gifts received

*Trustees should inform the Chair before accepting an invitation to speak on behalf of Bristol u3a

*Trustees are expected to treat fellow Committee members courteously at all times and maintain a respectful attitude towards the opinions of others

*Bristol champions inclusivity, and Trustees should strive to ensure that no members suffer disadvantage or less favourable treatment on the basis of race, sexuality, gender, disability, religion, age, or belief, or for any other discriminatory reason

*Organisational, Committee and individual confidentiality must be respected at all times

*All Committee members must satisfy the Third Age Trust and Charity Commission requirements for being a Trustee

*Trustees must read the Charity Commission Leaflet CC3 entitled 'The Essential Trustee - what you need to know, what you need to do'

*Trustees must also comply with the Bristol u3a member Code of Conduct.

3.0 Declaration

Current and newly elected Trustees must confirm their acceptance of this Code, by inserting their signature and date below, which the Secretary should then keep on file:

Name (block capitals).....

Signature.....

Date.....