

GV04b Trustee Code of Conduct

Reference: HGV07

Effective date: Apr 25

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Approved: May 25

Last revision: Apr 25

Next revision due: Apr 27



Board of Trustees Code of Conduct

As a trustee of Hartcliffe City Farm, I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

Accountability

Everything Hartcliffe City Farm does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Hartcliffe City Farm and equally when dealing with individuals and institutions outside it.

Transparency

Hartcliffe City Farm strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following:

Law, mission, policies

- ◆ I will not break the law or go against charity regulations in any aspect of my role of trustee.
- ◆ I will support the mission and consider myself its guardian.
- ◆ I will abide by organisational policies.

Conflicts of interest

- ◆ I will always strive to act in the best interests of the organisation.
- ◆ I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- ◆ I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- ◆ I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with anyone I come into contact with in my role as trustee.
- ◆ I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

- ◆ I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the board.
- ◆ If prior consent has not been possible, I will inform the board at once when I have spoken as a trustee of this organisation to the media or in a public forum.
- ◆ When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

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- ◆ When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- ◆ I will respect organisational, board and individual confidentiality.
- ◆ I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- ◆ I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence. I will document expenses and seek reimbursement according to procedure.
- ◆ I will not accept substantial gifts or hospitality without prior consent of the Chair.
- ◆ I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- ◆ I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Hartcliffe City Farm.
- ◆ I will abide by Board of Trustees governance procedures and practices.
- ◆ I will strive to attend all Board of Trustees meetings, giving apologies ahead of time to the Chair if unable to attend.
- ◆ I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- ◆ I will honour the authority of the Chair and respect their role as meeting leader.
- ◆ I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- ◆ I will accept a majority board vote on an issue as decisive and final.
- ◆ I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or Board of Trustees to speak of it.

Enhancing governance

- ◆ I will participate in induction, training and development activities for trustees.
- ◆ I will participate in one or more sub committees of the board as considered relevant
- ◆ I will continually seek ways to improve Board of Trustees governance practice.
- ◆ I will strive to identify good candidates for trusteeship and encourage new trustees to stand for election on the basis of merit.
- ◆ I will support the Chair in their efforts to improve their leadership skills.
- ◆ I will support the General Manager in their executive role and, with my fellow board members, seek development opportunities for them.

Leaving the board

- ◆ I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- ◆ Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning.

Please confirm agreement to the code in the [trustee application form](#).