

Hebden Bridge Community Association

Code of Conduct : TRUSTEES

<u>CODE OF CONDUCT</u>	<p>We understand the purpose of the Trustee Board and the role of the Executive Director.</p> <p>We accept that we have no legal authority to act individually, except when the Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Board when we have been specifically authorised to do so.</p> <p>We accept collective responsibility for all decisions made by the Board. This means that we will not speak against majority decisions outside the Board meeting.</p> <p>We have a duty to act fairly and without prejudice, and we will fulfil all that is expected of a good employer.</p> <p>We will encourage open governance and will act appropriately.</p> <p>We will consider carefully how our decisions may affect the community and other organisations in the local neighbourhood.</p> <p>We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our charity. Our actions within the charity and the local community will reflect this.</p> <p>We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the charity's reputation is compromised by inappropriate postings.</p> <p>We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.</p> <p>In making or responding to criticism or complaints affecting the charity we will follow the procedures established by the Board¹.</p> <p>We will support the Executive Director and staff team but challenge their expectations and hold them to account for the charity's performance.</p>
<u>COMMITMENT</u>	<p>We acknowledge that accepting office as a Trustee involves the commitment of significant amounts of time and energy.</p> <p>We will each involve ourselves actively in the work of the Board and accept our fair share of responsibilities, including serving on working groups when they are required.</p> <p>We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to do so.</p> <p>We will get to know the charity well and respond to opportunities to involve ourselves in charity activities.</p> <p>We accept that our names, terms of office, details of positions of responsibility on the Trustee board will be published on the charity's website</p>

¹ See Complaints Policy

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	and may be referred to in social media.
<u>RELATIONSHIPS</u>	<p>We will strive to work as a team in which constructive working relationships are actively promoted.</p> <p>We will express views openly, courteously and respectfully in our communications with other Trustees.</p> <p>We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.</p> <p>We are prepared to answer queries from other Trustees in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.</p> <p>We will seek to develop effective working relationships with our Executive Director, staff and volunteers, and with other relevant partner agencies and the wider community.</p>
<u>CONFIDENTIALITY</u>	<p>We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, volunteers or tenants, both inside and outside the charity.</p> <p>We will exercise the greatest prudence at all times when discussions regarding charity business arise outside a Board meeting.</p> <p>We will not reveal the details of any Board vote.</p>
<u>CONFLICTS OF INTEREST</u>	<p>We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the charity's business in the Conflict of Interest Register, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.ⁱ</p> <p>We will also declare any agenda-specific or fresh conflicts of interest at the start of any meeting should the situation arise under the standing item Declarations of Interest.</p> <p>We will act in the best interests of the charity as a whole and not as a representative of any other group or organisation.</p>
<u>BREACH OF THIS CODE OF CONDUCT</u>	<p>If we believe this Code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Board will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.</p> <p>Should it be the Chair that we believe has breached this code, another Trustee will investigate.</p>

ⁱ **EXTRACT** from para.39 of Hebden Bridge Community Association's Articles of Association.

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A Director must declare the nature and extent of any interest, direct or indirect, which s/he has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A Director must absent himself or herself from any discussions of the Directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).