

# Trustee Code of Conduct

<b>Approved by:</b>	Board of Trustees
<b>Date of approval:</b>	16 October 2018
<b>Implementation date:</b>	16 October 2021
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<b>Responsible for implementation:</b>	Chair of the Board of Trustees
<b>Responsible for interpretation:</b>	Chair of the Board of Trustees

*City, University of London Students' Union is a registered charity (charity number 1173858). It is a company limited by guarantee registered in England and Wales (company number 10834450), whose registered office is at Cx118 (Tait Building), Northampton Square, Islington, London, EC1V 0HB.*

# Trustee Code of Conduct

I will respect and uphold the values of City, University of London Students' Union (the Union).

## 1.0 General

- 1.1 I will act within the governing document of the Union and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Memorandum and Articles of Association, Bye-Laws and relevant policies and procedures.
- 1.2 I will support the objects and mission of the Union, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- 1.3 I will be an active trustee, making my skills, experience and knowledge available to the Union and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- 1.4 I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- 1.5 I will develop and maintain a sound and up-to-date knowledge of the Union and its environment. This will include an understanding of how the Union operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- 1.6 I will use the Union's resources responsibly, and when claiming expenses will do so in line with the Union procedures.
- 1.7 I will seek to be accountable for my actions as a trustee of the Union, and will submit myself to whatever scrutiny is appropriate.
- 1.8 I accept my responsibility to ensure that the Union is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

## 2.0 Managing Interests

- 2.1 I will not gain materially or financially from my involvement with the Union unless specifically authorised to do so.
- 2.2 I will act in the best interests of the Union as a whole, and not as a representative of any group – considering what is best for the Union and its present and future beneficiaries and avoiding bringing the Union into disrepute.
- 2.3 Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with the Union policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

### **3.0 Meetings**

- 3.1 I will attend all appropriate meetings and other appointments at the Union or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with the Union.
- 3.2 I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- 3.3 I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict. I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

### **4.0 Governance**

- 4.1 I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
- 4.2 I will help to identify good candidates for trusteeship at the Union and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

### **5.0 Relationships with Others**

- 5.1 I will endeavour to work considerately and respectfully with all those I come into contact with at the Union. I will respect diversity, different roles and boundaries, and avoid giving offence.
- 5.2 I recognise that the roles of trustees, volunteers and staff of the Union are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.
- 5.3 I will seek to support and encourage all those I come into contact with at the Union. In particular I recognise my responsibility to support the chair and the senior staff member.
- 5.4 I will not make public comments about the organisation unless authorised to do so. Any public comments I make about the Union will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

### **6.0 Leaving the Board**

- 6.1 I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board. Should this happen I will be given the opportunity to be heard.
- 6.2 In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.

6.3 If I wish to cease being a trustee of the Union at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

<b>Name</b>			
<b>Signed</b>		<b>Date</b>	/ /