

Trustee Code of Conduct

A code of conduct is an agreement determined by the trustee board that outlines the standards of behaviour and conduct expected of individual trustees.

Trustee Code of Conduct

As a trustee of Mothers' Union in the Diocese of Coventry, I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

Our values

Accountability

Everything Mothers' Union 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 Mothers' Union and equally when dealing with individuals and institutions outside it.

Transparency

Mothers' Union 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 points:

Law, mission, policies

- I will act within the governing document of Mothers' Union in the Diocese of Coventry and abide by the policies and procedures of the organisation.
- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the vision, mission and aims of Mothers' Union and act as their guardian and champion.

- I will develop and maintain an up-to-date knowledge of Mothers' Union and its environment.

Conflicts of interest

- I will always strive to act in the best interests of Mothers' Union as a whole and not as a representative of any group, considering what is best for Mothers' Union in the diocese and its present and future beneficiaries.
- 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 fellow trustees, members, staff, volunteers, beneficiaries, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships.
- Where I also volunteer with the organisation, I will maintain the separation of my role as a trustee and as a volunteer.

Protecting the reputation of Mothers' Union

- I will not speak as a trustee of Mothers' Union to the media or in a public forum unless authorised by the board of trustees to do so. In the event that authorisation has not been obtained beforehand, I will inform the diocesan president as soon as possible.
- When I am speaking as a trustee of Mothers' Union, my comments will reflect current organisational policy and not my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of Mothers' Union and those who work in it.
- I will respect organisational, board and individual confidentiality.

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 use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the diocesan president or trustee board.

In trustee meetings

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the members of Mothers' Union.

- I accept my responsibility to ensure that Mothers' Union is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time 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 respect the role of the diocesan president as chair of the trustee board.
- 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 board unless authorised by the board to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship on the basis of merit.
- I will support the diocesan president in his/her efforts to improve his/her leadership skills.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity.
- Should I resign from the board I will inform the diocesan president in advance in writing, stating my reasons for resigning.