

## **WILTON COMMUNITY CENTRE TRUSTEE CODE OF CONDUCT June 2021**

As a Trustee of Wilton Community Centre, I promise to abide by the rules of this document and the *Deed of Variation* and to abide by the policies and procedures of the organisation.

Wilton Community Centre (WCC) is Registered Charity and is subject to certain rules as laid down by the Charity Commission and the Law. Trustees have to abide by these rules when dealing with other Trustees, volunteers, users, individuals and organisations.

All Trustees are responsible for all areas for the continued correct conduct of the Centre.

WCC strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, charity regulators and the current law.

### **1. Conduct:**

- i) I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for WCC and its present and future beneficiaries.
- ii) I will strive to maintain respectful, collegial and courteous relationships with fellow Trustees, volunteers, contractors or anyone I come into contact with during my role as Trustee.
- iii) I will not personally gain materially or financially from my role as Trustee.  
I will document all expenses and seek reimbursement according to procedure.

### **2. At meetings:**

- i) I will help to ensure that WCC is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- ii) I will strive to attend all meetings, giving apologies ahead of time to the Chair or Minutes Secretary if unable to attend.
- iii) 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.
- iv) If I have to submit a report, I will try to do so beforehand by email and matters can then be discussed further at the meeting.
- v) I will respect the authority of the Chair in his or her role as meeting leader.
- vi) 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.
- vii) I will accept a majority Board vote on an issue as decisive and final.
- viii) I will maintain confidentiality about what goes on in meetings.

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**3. Leaving the Board:**

- i) I understand that a breach of any part of this document or *Deed of Variation* may result in my removal from the Board of Trustees.
- ii) 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.
- iii) Should I wish to resign from the Board, I will inform the Chair and Vice Chair in writing, stating my reasons for resigning.

Name:.....

Signed:.....Date.....

This Trustees Code of Conduct Policy was adopted by the Trustees at a Trustees Meeting on 14<sup>th</sup> June 2021 and will be reviewed annually.