

UACES Trustee Code of Conduct Declaration Form

1) Key Terms

- a 'trustee' is a member of the Association's governing body, i.e. its Committee. Trustees are responsible for controlling the management and administration of the Association, and take collective responsibility for the Association.
- 'the Association' is used in this document as a synonym for UACES.
- the term 'committee' when used in this document refers to the UACES Committee, and also its working groups (including the Events group, the Engagement group, the Teaching group and the Investment group).

2) Charity Commission Regulations

All elected members of the UACES Committee are Trustees of the Association. As such, it is necessary that they abide by high standards of professional conduct when acting in their capacity as UACES Trustees. They are also obliged to abide by the relevant regulations of the Charity Commission.

See: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

UACES is a Charitable Incorporated Organisation (CIO). Trustees have limited or no liability for CIO debts or liabilities.

3) UACES Trustees' Rights

- Equal status and voting rights with all the other Trustees (with appropriate recognition of portfolio responsibilities and Officer roles);
- The ability to raise with the Chair and Executive Director any concerns you may have about the organisation, its work or operations;
- Clear information regarding your role and responsibilities as a Trustee and committee member;
- Courteous treatment by your fellow Trustees and UACES staff.

4) UACES Trustees' Responsibilities

Particular obligations under this Code of Conduct are:

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 of UACES and consider myself one of its guardians;
- I will abide by organisational policies and ensure the Association complies with its Constitution and relevant law.

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 reasonably be viewed by others as a conflict of interest, as soon as it arises;
- I will submit to the judgment of the Officers and do as they require regarding potential conflicts of interest.

Protecting the organisation's reputation

- I will not speak *in a formal capacity as a trustee of UACES* to the media or in a public forum without the prior knowledge and approval of the Chair or Executive Director;
- When I am speaking as a trustee of UACES, my comments will reflect current organisational policy even when these do not agree with my personal views;
- Engaging with the media or speaking at a public forum in a private capacity or as a representative of other body are not subject to this Code of Conduct.

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.

Committee Meetings

- I will abide by UACES governance procedures and practices;
- I will strive to attend all committee meetings, giving apologies ahead of time to the Executive Director 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 his or her 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 committee vote on an issue as decisive and final;
- I will maintain confidentiality about discussions in committee meetings, which are understood to operate under the Chatham House Rule, unless authorised by the Chair to speak of them externally. Minutes of the Committee meetings are available on public record.

Leaving the Committee

- I understand that substantial breach of any part of this code may result in my removal from the UACES Committee by the Officers, acting unanimously and after a process of consultation with me;
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning.

5) Declaration by Trustees

As a trustee of UACES, I promise that all my work for and on behalf of the Association will be in keeping with high ethical standards as set out in this Code of Conduct. In particular, I guarantee that in undertaking such work I will abide by high standards of accountability, integrity, honesty and transparency with both UACES colleagues and external stakeholders/the public.

Name of Trustee:

Signature:

Date of signature: