

Trustee Code of Conduct for Sheffield U3A.

(taken directly from TAT document – adapted for Sheffield U3A, content unchanged)

1. Introduction

1.1. Purpose

This model Trustee Code of Conduct outlines the expected standard of behaviour from Trustees in performance of their role.

1.2. Scope

Relevant to all U3As in England and Wales.

1.3. Related documentation (TAT)

U3A-KMS-DOC-012 Guiding principles

U3A-KMS-DOC-016 Member Code of Conduct

U3A-KMS-DOC-031 Trustee responsibilities

U3A-KMS-DOC-052 Trustee induction

2. Trustee Code of Conduct

- U3A Trustees must work together as a team and are collectively responsible for controlling the management and administration of Sheffield U3A.
- All U3A's are advised to adopt a Trustee Code of Conduct which is an agreement between a U3A and individual committee members which clarifies the standard of behaviour expected in the performance of their role.
- Trustees should make themselves aware of guidance from the Charity regulatory authority, the Charity Commission.
- Trustees must comply with charity law (as required by the relevant regulatory authority).
- Trustees are expected to know, follow, and promote the principles of the U3A movement.
- Trustees must always act in the best interests of the U3A and the U3A movement, strive to uphold its reputation and never do anything which could bring the U3A or the U3A movement into disrepute or expose it to undue risk.
- Trustees must use their U3A's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of their U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by their U3A's governance procedures and practices.
- Trustees must never derive any pecuniary benefit (including benefits in kind) from being a Trustee and must notify the Chair of any gifts received.
- Trustees should inform the Chair before accepting an invitation to speak on behalf of the U3A.
- Trustees are expected to treat fellow committee members courteously at all times, and maintain a respectful attitude towards the opinions of others.

Doc Trustee Code of Conduct	Date Jan-2022
Ref SU3A – Treasurer	Review 01/01/25

- Organisational, committee and individual confidentiality must be respected at all times.
- All committee members must satisfy the Charity Commission’s requirements for being Trustees.

2.1. Requirements of a Trustee

- Trustees must read the Charity Commission leaflet CC3 entitled ‘The Essential Trustee – what you need to know, what you need to do’ which can be downloaded from the [Charity Commission website](#)
- Trustees must comply with Charity Law and the requirements of the Charity Commission as regulator.
- Trustees are expected to know, follow and promote the Principles of the U3A Movement (refer to U3A-KMS-DOC-012) at every opportunity.
- Trustees must always act in the best interests of Sheffield U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Sheffield U3A or the U3A Movement into disrepute or expose it to undue risk.
- Trustees are expected to use Sheffield U3A’s resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of Sheffield U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Sheffield U3A’s governance procedures and practices.
- Trustees must never derive any pecuniary benefit from being a Trustee and must notify the Chair of any gifts received.
- Trustees should inform the Chair before accepting an invitation to speak on behalf of the U3A.
- Trustees are expected to treat fellow committee members courteously at all times and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.

3. Committee Meetings – specific requirements

Refer to U3A-KMS-DOC-031

4. Declaration

Current and newly elected Trustees should be asked to confirm their acceptance of the code which should be minuted. Alternatively you can ask each Trustee to indicate acceptance by signing and dating a copy which should be kept on file.