

Horsley Village Hall Trust. **Trustee Code of Conduct**

It is the responsibility of Trustees to:

- 1. Act within the governing document and the law** – being aware of the contents of the organisation’s governing document and the law as it applies to that organisation.
- 2. Act in the best interests of the organisation as a whole** – considering what is best for the organisation and its beneficiaries and avoiding bringing it into disrepute.
- 3. Manage conflicts of interest effectively** – registering, declaring, and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- 4. Respect confidentiality** – understanding what confidentiality means in practice for an organisation, its board and the individuals involved.
- 5. Have a sound and up to date knowledge of the organisation and its environment** – understanding how the organisation works and the environment within which it operates.
- 6. Attend meetings and other appointments or give apologies** - engaging in discussions and decision-making processes.
- 7. Prepare fully for meetings and all work for the organisation** – reading papers, querying unclear or difficult things, and thinking through issues in suitable time before meetings.
- 8. Actively engage in respectful discussion, debate and voting in meetings** - contributing positively, listening carefully, challenging sensitively, and avoiding conflict.
- 9. Act jointly and accept a majority decision** – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- 10. Work considerately and address respectfully with all** – respecting diversity, distinct roles, and boundaries, and avoiding giving offence.