Trustee Code of Conduct

Committee Approved: November 2026

Next review date: November 2029

1. Introduction

A Trustee Code of Conduct is an agreement between a u3a and individual committee members which clarifies the standard of behaviour expected in the performance of their role.

Current Trustees should be asked to accept it and new Trustees should be advised of the Code as soon as they join the committee and formally asked to accept it. The acceptance should be minuted or alternatively each Trustee should indicate acceptance by signing and dating a copy of the Code which should be kept on file.

All committee members must satisfy the Charity Commission's requirements for being Trustees which includes completing the Fit and Proper Person Declaration.

2. Requirements of a Trustee

- Trustees must be familiar with the Charity Commission's "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.
- 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, uphold its reputation and not do anything to bring the u3a or its Movement into disrepute.
- Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees are expected to use the u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of the u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by the then 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 always treat fellow committee members courteously and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.

3. Related documentation

- Member Code of Conduct
- Trustee induction
- Fit and Proper Person Declaration