



Trustee Code of Conduct

Status	WHO (Individual / Group / Committee)	Date
Version	1	June 2020
Developed by:	CEO	June 2020
Recommended by:	The Board	June 2020
Approved by:	The Board of Trustees	June 2020
Reviewed by:	Version 1 so no review until 2023	N/A
Signed off by:	The Board of Trustees	June 2020
Effective Date:		July 2020
Review Date:	The CEO & Board	July 2023

By reading this document and accepting the role of a charity trustee of CoAction West Cork CLG (*hereafter CoAction*) all trustees agree to the following responsibilities:

General Conduct

- CoAction trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which the trustees do not have relevant expertise.
- Trustees are required to act in the best interests of CoAction at all times.

Independence

- Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of CoAction or its volunteers and employees. More specifically trustees:
 - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
 - must avoid actual impropriety and any appearance of improper behaviour.
- Trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.
- Trustees should avoid accepting hospitality that might reasonably be thought to influence them in carrying out their role as a trustee of CoAction. Any hospitality received in any connection to CoAction should not exceed the value of €50.00 and should be declared to the Board.

CoAction Trustee Roles

Trustees should:

- Understand and perform their roles and responsibilities to the best of their abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of trustee, adequately preparing for meetings and participating in committees and special events when required.

Board Meetings

Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson of the board, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of CoAction.
- Bring a genuinely independent perspective to enhance decision-making, given that trustees share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other charity trustees.

Volunteers/Employees within CoAction

Trustees should:

- Aim to support volunteers and employees in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in CoAction should conduct themselves in order to reflect our values and ethos.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers and employees work effectively and cohesively for the benefit of CoAction and develop a mutually supportive and loyal relationship by:
 - respecting management arrangements and avoiding any actions that might undermine such arrangements;
 - not interfering in the performance by volunteers or employees of duties delegated to them within CoAction while ensuring that volunteers and any employees working for CoAction are held to account through the CEO, as appropriate.

Legal Requirements and Policies

Trustees must:

- Act in accordance with the CoAction's governing document, the Constitution, and ensure that they comply with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for a trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of CoAction or could represent a breach of any law with which CoAction is required to comply.

- Abide by CoAction's conflict of interests or loyalties policy and ensure the conflict of interest register is completed and updated as required.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

Where a trustee is found to be in breach of the standards outlined by the board in its Code of Conduct he or she will be asked to meet with the Chairperson of the board to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a trustee may result in the trustee's tenure being terminated.

The board of trustees will review this Code of Conduct for trustees at 3-year intervals or as appropriate.

Legal Disclaimer:

This template document is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent

This document is a template only, it does not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. Charity trustees are recommended to consult their governing document or to obtain their own independent legal advice where necessary. The Charities Regulator accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.