

## General Władysław Sikorski Memorial House Polish Social & Educational Society in Glasgow

### Trustee Code of Conduct & Agreement

#### **Organisational values:**

As a Trustee of the Society, I promise to abide by the fundamental values that underpin all the activities of the Society. These are:

#### **Accountability:**

I accept that everything the Society does and that I represent as a Trustee must be able to stand the test of scrutiny by the public, the media, charity regulators, members, donors, patrons, the Scottish Parliament and the Courts.

#### **Tolerance, integrity, inclusion and respect**

must be the hallmarks of my conduct when dealing with my colleagues within the Society and, equally, when dealing with individuals and institutions externally.

#### **Transparency:**

I accept that the Society strives to maintain an atmosphere of openness throughout its work in order to promote and retain the confidence of the members, its staff, the charity regulators and society at large.

**In addition to my promise** given above, I agree to the following:

#### **Mission and policies**

- I will support the Society's aims and purposes and consider myself its guardian.
- I will abide by all the Society's current organisational policies and protocols.

#### **Conflicts of interest**

- I will always strive to act in the best interests of the Society.
- I will declare any conflicts of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as they arise.
- I will defer to the judgement of the Board of Trustees and do as it requires regarding potential conflicts of interest and how they are to be managed.

#### **Laws**

- I will break neither the law of the land nor charity law nor the Constitution and bye-laws of the Society in any aspect of my role as a Trustee of the Society.

#### **Interpersonal relationships**

- I will always act in regard of the Society's aims, purposes, policies and protocols in my relationships with my fellow Trustees, staff, other volunteers, members, service recipients, contractors or anyone I come into contact with in my role as a Trustee.
- I will strive to establish and maintain respectful, collegial and courteous relationships with all persons that I come into contact with in my role as a Trustee of the Society.

#### **Protecting the organisation's reputation**

- I will not speak as a Trustee of the Society to the media or in a public forum without the prior knowledge and approval of the Chair or of the Board of Trustees as a whole.
- When it has not been possible to obtain prior consent, I will immediately inform the Chair and my fellow Trustees when I have spoken as a Trustee of this organisation to the media or in a public forum.
- When I am speaking as a Trustee of this organisation, my comments will reflect current Society policies, even when these may not necessarily align with my own personal views.
- When speaking as a private individual I will strive to uphold the reputation of the Society and those who both work and volunteer within it and I will say nothing that may be construed as contradictory to the aims and purposes of the Society or that might bring the Society into disrepute in the eyes of another.
- I will respect organisational, boardroom and individual confidentiality.
- I will take an active interest in the Society's public image, noting relevant news articles, books, television programmes and the like about the Society, about similar organisations, or about important issues for the Society.

#### **Personal gain**

- I will not make personal gain, either materially or financially, from my role as Trustee unless as provided for or as authorised within the governing document; nor will I permit others to do so as a result of my actions or negligence.
- I will document all expenses incurred on legitimate Society business and only seek reimbursement according to agreed procedure.
- I will not accept any gifts or hospitality that may be offered to me as a Trustee without the prior and express consent of the Chair or the Board of Trustees as a whole.
- I will use all Society resources responsibly, when authorised, and in accordance with procedure.

#### **In the Boardroom:**

- I will strive to embody the principles of leadership in all my actions and live up to the position of trust placed in me by the Society.
- I will abide by all current Board of Trustees governance procedures and practices.
- I will strive to attend all Board of Trustees meetings, giving apologies ahead of time to the Chair if I am unable to attend.
- I will carefully study the agenda and all other information sent to me in good time prior to meetings and be prepared to debate and vote on agenda items during meetings
- I acknowledge the authority of the Chair and will respect its role as the leader and manager of the meetings.
- I will engage in active debate and in voting at meetings according to procedure, putting forward my opinions where relevant to the matter under discussion, whilst at the same time maintaining a respectful attitude towards the opinions of others.
- I will not use the threat of resignation at the outset of any discussion and will exercise my right to record a negative vote or to resign only at the conclusion of a debate.
- I will accept a majority vote on any issue under discussion as being decisive and final and the will of the Board of Trustees.

#### **Confidentiality**

- I will maintain confidentiality relating to all matters discussed within Board meetings unless I am explicitly authorised by the Chair or the Board of Trustees as a whole to speak about them externally.

#### **Enhancing governance**

- I will participate in all induction, training and development activities organised for Trustees.
- I will continually seek ways to improve the Board of Trustees' governance practice.
- I will strive to identify good candidates for Trusteeship and will consider the appointment of any new Trustee solely on the basis of merit as it might benefit the Society.

- I will support the Chair in his or her efforts to improve his its leadership skills.

**Leaving the Board**

I understand that the substantial breach of any part of this code may result in my removal from the Board of Trustees of the Society.

Should I feel compelled to resign from the Board of Trustees or from membership in the Society for any reason or should I feel compelled not to seek re-election to the Board at an annual general or special general meeting of the members, I will inform the Chair, in advance and in writing, fully stating my reason(s) for resigning. Additionally, I agree to participate in an exit Interview.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2017 at 5 Parkgrove Terrace, Glasgow, Scotland:

Name (print): \_\_\_\_\_ Witness print): \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_