

# Calder Valley Community Land Trust

## Code of Conduct for Trustees

### Approved

I accept appointment as a trustee of Calder Valley Community Land Trust, being an incorporated Community Benefit Society with charitable status. I agree to the duties and requirements imposed on me by this Code of Conduct.

### GENERAL

1. I undertake to ensure that I am familiar with the Society's Rules (the society's governing document) and to act within these rules and within the law.
2. I understand that the Society is an organisation with charitable status and that I have responsibilities as a trustee under charity law. I undertake to ensure that I am familiar with the Society's charitable objects. I understand that the Society's assets and resources are to be used only to further these charitable objects.
3. I undertake to act in the best interests of the Society and to support the objects and mission of the Society, using my skills and knowledge to further that mission.
4. I undertake to be an active trustee, making my skills, experience and knowledge available to further the Society's work.
5. I undertake to respect organisational and board confidentiality, and in particular to protect personal details of members, donors, tenants, supporters and others while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
6. I undertake to develop up-to-date knowledge of the Society, the work it undertakes, and the social and economic environment in which it operates.
7. I understand that the Society is a community-based democratic organisation and I am accountable to the members for my actions as a trustee.
8. I accept my responsibility to ensure that the Society is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
9. I undertake to familiarise myself with the Society's adopted policies and procedures.

### MANAGING INTERESTS

1. Neither I nor my family or business associates will gain materially or financially from my involvement with the Society.
2. I undertake to play my part to ensure the probity and transparency of the Society in its activities.
3. I undertake not to put myself in a position where my personal interests or involvement in another organisation conflict with my duty as a trustee. Where there is a conflict of interest or loyalty I will

ensure that I will declare my interest. I am aware that, under the Society's Rule 86, ' a Director shall declare an interest in any contract or matter in which s/he has a personal, material or financial interest, whether directly or indirectly, and shall not vote in respect of such contract or matter'. I understand that a failure to declare a conflict of interest will be deemed to be a breach of this code.

## MEETINGS

1. I understand the importance of trustee meetings in the good governance and management of the Society. I undertake to attend trustee meetings, and on those occasions where I am unable to attend to give my apologies.
2. I undertake to prepare fully for trustee meetings, including reading papers and thinking through issues before meetings.
3. I undertake to actively engage in discussion, debate and voting in meetings. querying during meetings anything I do not understand, challenging other trustees sensitively and seeking to avoid conflict and to promote consensus.
4. I understand the importance of sub-committees and task groups, and undertake to play my full part in those committees and task groups of which I am a member.

## GOVERNANCE

1. I undertake to actively contribute towards strong and effective governance of the Society, where appropriate working in the induction and support of newly appointed trustees.

## RELATIONS WITH OTHERS

1. I undertake to work considerately and respectfully with all, respecting diversity and equality.
2. I undertake that I will make public comments about the Society only when authorised to do so. Any public comments I make will be considered and in line with the Society's policy and charitable objects.

## LEAVING THE BOARD

1. I understand that a substantial breach of this Code may result in steps being put in motion that may result in my being asked to resign as a trustee.
2. If I wish to cease to be a trustee, I will inform the Secretary in writing in advance, giving my reasons for wishing to leave. ~~Resignation requests are subject to agreement at the next trustee meeting.~~

Signed.....

Name .....

Date.....