

**Trustee Code of Conduct**

**1. Introduction**

The Third Age Trust (TAT) is an umbrella organisation that provides a framework within which local u3a’s are expected to operate. As all local u3a’s are charities the TAT together with the Charity Commission define the nature of this framework and hence the manner in which MAu3a together with its trustees are required to operate. The MAu3a trustee requirements detailed in sections 2 and 3 of this document are informed by this framework.

In general, the TAT and Charity Commission stipulate that trustees need to conduct themselves in a manner that:

* ensures their organisation carries out its purposes for the public benefit
* complies with their organisation’s governing documents and the law
* manages their organisation’s resources responsibly
* ensures that their organisation is accountable

and that trustee’s need to always act:

* in their organisation’s best interests
* with reasonable care and skill

**2. General Requirements**

A MAu3a trustee shall:

1. comply with Charity Law and the requirements of the Charity Commission as regulator.
2. follow and promote the Principles of the u3a Movement (available on the u3a website) at every opportunity.
3. always act in the best interest of MAu3a and the u3a Movement, strive to uphold their reputations and never do anything which could bring MAu3a or the u3a Movement into disrepute or expose them to undue risk.
4. use MAu3a’s resources responsibly and only to further MAu3a’s stated charitable objects/purposes (See the Constitution).
5. comply with General Data Protection Regulations
6. follow any organisational and operational policies of MAu3a, regardless of whether this conflicts with their personal views.
7. abide by MAu3a’s governance procedures and practices.
8. never derive any pecuniary benefit from being a trustee and notify the Chair of any gifts received.
9. inform the Chair before accepting an invitation to speak on behalf of the TAT or MAu3a.
10. always treat fellow committee members courteously and maintain a respectful attitude towards the opinions of others.
11. respect organisational, committee and individual confidentiality at all times.

**3. Specific Requirements**

Concerning committee meetings, a MAu3a trustee shall:

* read the agenda and any supporting papers prior to a meeting and strive to attend all meetings.
* declare any conflict or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity.
* maintain confidentiality outside the committee
* accept decisions made by the committee as decisive and final and does not comment further outside the committee environment regardless of the trustee’s individual opinion.

All trustees shall be familiar with:

* the Charity Commission leaflet CC3 entitled ‘The Essential Trustee – what you need to know, what you need to do’
* Principles of the u3a Movement
* Terms of Membership of the Trust
* MAu3a constitution
* MAu3a policy documents
* Minutes of recent MAu3a meetings
* General Data Protection Regulation

**4. Support, Advice and Information**

The u3a run a number of online workshops to support Trustees, including ‘Running your u3a – Information for Trustees’. More information about these workshops and how to book can be found on the u3a workshops page.

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