HYTHE AND DIBDEN U3A TRUSTEE CODE OF CONDUCT

Purpose

This Trustee Code of Conduct is an agreement between Hythe and Dibden u3a ('the u3a') and individual committee members and outlines the expected standard of behaviour from Trustees in the performance of their role.

All Trustees should be advised of the code and formally asked to accept it. This acceptance should be minuted.

Trustee Code of Conduct

- The Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- All committee members must satisfy the relevant regulatory body's requirements for being Trustees.
- Trustees must read the Charity Commission leaflet entitled 'The Essential Trustee: what you need to know, what you need to do (CC3)' which can be downloaded from the Charity Commission website.
- Trustees must comply with Charity Law and the requirements of the Charity Commission as regulator.
- Trustees are expected to know, follow and promote the principles of the u3a Movement at every opportunity.
- Trustees must always act in the best interests of the u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring the u3a or the u3a Movement into disrepute or expose it to undue risk.
- 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 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 always to 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.

Committee Meetings – specific requirements

Please refer to the document “Trustee Responsibilities”, a copy of which is available on the Hythe & Dibden u3a website.

Declaration

Current and newly elected Trustees will be asked to confirm their acceptance of the code and this will be minuted.

Support, Advice and Information

The u3a runs 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 in the members area of the u3a website.

All members can also contact the u3a office for information and advice by calling 020 8466 6139 or emailing: info@u3a.org.uk.

This document was approved on: 29 September 2025