



Policy document	
Title	Trustee Board - Code of Conduct
Approved by	Trustee Board
Date approved	09/03/2015
Review date	01/03/2016
Executive director owner	Chief Executive
Where to be published (website/intranet)	Website

1.1 MY Romania Group TRUSTEE BOARD CODE OF CONDUCT 2015

Introduction

This MY Romania Group Trustee Board Code of Conduct is an agreement between MY Romania Group and individual Trustee Board members that spells out the conduct and standards of behaviour expected from trustees. Trustees sign up to the Code when they join the MY Romania Group Trustee Board. When they do so, they are pledging to act in accordance with the Code.

The Purpose of the Code

This Code of Conduct is not a list of MY Romania Group Trustees' legal duties and other responsibilities. These are set out in the MY Romania Group Trustee Board Terms of Reference. Nor is the Code a role description for a Trustee; this is set out in MY Romania Group Trustee Board Trustee Role Description. This Code sets out **how** a Trustee should undertake their role and responsibilities and sets the standards which MY Romania Group expects from Trustees, in order to maintain the highest level of integrity and stewardship.

On appointment a Trustee will be asked to sign the statement at the end of this Code, giving an undertaking that he or she will comply with the Code.

1.2 MY Romania Group Trustee Code of Conduct

1. Values

- I will act in accordance with, and promote, MY Romania Group's values.
- I will act in accordance with the Nolan¹ principles of good conduct in public office, which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

2. Law, mission, constitution and policies

- I will not break the law or breach charity or other relevant regulations.
- I will support the MY Romania Group vision and mission and consider myself its guardian.
- I will comply with MY Romania Group's constitution.
- I will comply with MY Romania Group's organizational policies.

3. Duties and responsibilities

- I will undertake my legal duties of compliance, prudence and care as a community organisation trustee.
- I will act always in the best interests of MY Romania Group.
- I will undertake all my responsibilities set out in the MY Romania Group Trustee Board terms of reference and the MY Romania Group Trustee, or Trustee and Honorary Officer, role description.
- I will hold myself accountable to MY Romania Group's stakeholders for the performance of the Trustee Board and of MY Romania Group.
- I will seek professional advice when necessary, in order to make decisions in the best interests of MY Romania Group.

4. Keeping up to date with MY Romania Group's activities

- I will do my best to keep myself informed about MY Romania Group's activities, through its website, publications and other resources.
- I will try to attend 1-2 MY Romania Group events each year.
- I will take an interest in MY Romania Group's public image, and the environment in which the charity operates, noting media coverage about the organisation, about similar organisations or about important issues for the organisation.

¹ The Nolan Committee on Standards in Public Life.

5. Conflicts of interest

- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.²
- I will accept the judgment of the Trustee Board and do as it requires regarding potential conflicts of interest.

6. Person to person

- I will strive to establish constructive and courteous relationships with everyone I come into contact with in my role as Trustee.

7. Protecting MY Romania Group's reputation

- I will comply with the MY Romania Group Media Policy.
- When I am speaking as a trustee of MY Romania group, my comments will reflect current MY Romania Group policies even when these do not agree with my personal views.
- When speaking as a private citizen I will uphold the reputation of MY Romania Group and of those who work in it.
- I will respect MY Romania Group, Trustee Board and individual confidentiality, hence I will not share any information regarding MY Romania Group and will not engage in setting up a similar community project for 3 years after being dismissed from my role within MY Romania Group.

8. Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or inaction.
- I will not put myself under any financial or other obligation to others, which might influence me in undertaking my responsibilities as a Trustee of MY Romania Group.
- I will document expenses and seek timely reimbursement according to the MY Romania Group Trustee Board Expenses Policy.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use MY Romania Group resources responsibly.

9. Trustee Board meetings

- I will attend most Trustee Board, Sub Committee meetings and strategy meetings each year (at least 75% of meetings), giving apologies ahead of time to the Chair if I am unable to attend.
- I will study the agenda and reports sent me prior to the meeting in order to be prepared to contribute to discussion.
- I will respect the role of the Chair as meeting leader.
- I will contribute constructively to debate and decision making, maintaining a respectful attitude toward the opinions of others while making my voice heard.

² The principles and process for managing conflicts of interest are set out in the NDCS Trustee Board Conflicts of Interest Policy.

- I will accept the Trustee Board’s decision (by vote or consensus) on an issue as decisive and final, and will support the decision in my dealings with stakeholders.
- I will maintain confidentiality about what is discussed and decided by the Trustee Board, unless authorised by the Chair or Trustee Board to speak of it.

10. Enhancing governance

- I will give leadership and strategic direction to MY Romania Group.
- I will comply with Trustee Board governance procedures and practice.
- I will continually seek ways to improve Trustee Board governance.
- I will identify people who may be suitable as trustees.
- I will ensure that there is a fair and open Trustee selection process and that trustees are appointed on merit, in relation to the needs of the whole Trustee Board.
- I will participate in induction, training and development activities for trustees.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the CEO in his/her executive role and, with my fellow Trustee Board members, seek development opportunities for him/her.
- I and my fellow Trustees will give clear direction to the Chief Executive, which comes from the Trustee Board as a whole.

11. Relationships with Staff

- I will understand and respect the different roles of Trustee, Chief Executive and executive.
- I will understand and respect the authority delegated to the Chief Executive, and I will allow him or her to use this to the full.
- I will act fairly and in accordance with equality principles and employment law and good practice, in the selection, appointment, development, remuneration and appraisal of the Chief Executive and staff.
- I will try to develop effective and mutually supportive relationships with the Chief Executive and the executive, which benefit MY Romania Group.

12. Leaving the Trustee Board

- Should I find myself in a position where I am disqualified from serving as a Trustee of MY Romania Group, I will resign as a Trustee immediately.
- Should I resign from the Trustee Board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.
- I understand that a substantial breach of any part of this code may result in my removal from the Trustee Board.

Signature.....

Date / /