

HAVANT U3A – TRUSTEE CODE OF CONDUCT

1 Introduction

- Trustees should read the Charity Commission leaflet CC3 entitled 'The Essential Trustee – what you need to know, what you need to do' which can be downloaded from the [Charity Commission website](#)
- Trustees are expected to know, follow and promote the Principles of the U3A Movement (refer to U3A-KMS-DOC-012) at every opportunity.
- This Code of Conduct applies to Havant U3A Trustees as it applies to the U3A movement as a whole.

2 Trustee Code of Conduct

- Trustees should work together as a team and are collectively responsible for controlling the management and administration of their U3A.
- 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.
- Trustees must always act in the best interests of Havant U3A and the U3A movement, strive to uphold their reputation and never do anything which could bring Havant U3A or the U3A movement into disrepute or expose them to undue risk.
- Trustees must use their U3A's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of their U3A, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by their U3A's governance procedures and practices.
- Trustees must never derive any pecuniary benefit (including benefits in kind) from being a trustee and must notify their Chair of any gifts received.
- Trustees should inform their Chair before accepting an invitation to speak on behalf of the U3A.
- Trustees are expected to treat fellow committee members courteously at all times and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.
- All committee members must satisfy the relevant regulatory body's requirements for being trustees.

3 Committee Meetings – specific requirements

The conduct of committee meetings is regulated by the Havant U3A constitution.

Declaration

Current and newly elected trustees are asked to confirm their acceptance of the code which will be minuted. Alternatively, each trustee is asked to indicate acceptance by signing and dating a copy which will be kept on file.

Document Control

DATE	ACTION	BY	COMMENTS
26/06/2021	Created	John West	
27/06/2021	Amended	Peter Newman	Standardise formatting.
19/09/2021	Amended	John West	Final adjustments
16/04/2025	Reviewed	Peter Newman	No changes - review in 2028