

# **Loughborough Carillon Tower & War Memorial Museum (the organisation)**

## **Trustee code of conduct**

Adopted: April 2021

I will respect and uphold the values of Loughborough Carillon Tower & War Memorial Museum.

- I will act within the governing document of the organisation and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the governing document and relevant policies and procedures.
- I will support the objects and mission of the organisation, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to the organisation and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of the organisation and its environment. This will include an understanding of how the organisation operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use the organisations resources responsibly, and when claiming expenses will do so in line with the policies and procedures. (See Expenses
- I will seek to be accountable for my actions as a trustee of the organisation, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the organisation is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

### **Managing interests**

- I will not gain materially or financially from my involvement with the organisation unless specifically authorised to do so.
- I will act in the best interests of the organisation as a whole, and not as a representative of any group – considering what is best for the organisation and its present and future beneficiaries and avoiding bringing the organisation into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests' conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest, I will ensure that this is managed effectively in line with the organisations policies.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

### **Meetings**

- I will attend all appropriate meetings or give apologies.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

### **Governance**

- I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

### **Relations with others**

- I will endeavour to work considerately and respectfully with all those I come into contact with in the organisation. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees and volunteers of the organisation are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.
- I will seek to support and encourage all those I come into contact with.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about the organisation will be considered and in line with organisational policy, whether I make them as an individual or as a opportunity.
- If I wish to cease being a trustee at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

### **Leaving the board**

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest

Signed:

Name:

Date: