

Stokesley and District u3a Trustee Code of Conduct

Purpose

This Trustee Code of Conduct is an agreement between Stokesley and District u3a and individual Committee members, which outlines the expected standard of behaviour from Trustees in performance of their role.

Requirements of a Trustee

- u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees should make themselves aware of guidance from their charity regulatory authority. Trustees must 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 must comply with charity law (as required by the relevant regulatory authority).
- Trustees are expected to know, follow and promote the Principles of the u3a Movement (available under “u3a – Our History” on the national u3a website)
- Trustees must always act in the best interests of Stokesley and District u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring Stokesley and District u3a or the u3a movement into disrepute or expose it to undue risk.
- Trustees must use Stokesley and District u3a’s resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of Stokesley and District u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Stokesley and District u3a’s governance procedures and practices.
- Trustees must never derive any pecuniary benefit (including benefits in kind) 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 to always treat fellow committee members courteously and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must always be respected.
- All committee members must satisfy the relevant regulatory body's requirements for being Trustees.
- Trustees must act solely in the best interests of the u3a and avoid situations where personal, professional, or financial interests could conflict with those of the organisation.



Committee Meetings

Regular and well managed committee meetings play a key part in running a u3a effectively. It is for the Committee to decide how often they meet.

An agenda should be set for the meeting which should be sent to committee members in advance along with any papers.

Once a committee decision has been reached, committee members are expected to accept and abide by it. Opinions expressed in meetings should be regarded as confidential. If a committee member is unable to accept a decision their only recourse, after due consideration, is to resign from the committee.

Minutes must be taken in order to have a written record of the meetings conducted by the u3a. The minutes should summarise the decisions that were taken, the actions that were agreed and the person designated to take these actions.

Declaration

Current and newly elected Trustees should be asked to confirm their acceptance of this code, which should be minuted.

Related documentation

- U3a – Our History
- Member Code of Conduct
- Trustee responsibilities
- Trustee induction

The above documents can be accessed on the advice page of the national u3a website.

Support, Advice and Information

The u3a run a number of online workshops to support Trustees, more information about these workshops, and how to book, can be found on the u3a workshops page.

Issue	Date implemented	Changes	Review Date
1	04/05/2026	New Document	25.03.2028
2	23/06/26	Minor reference changes	25.03.2028