

Code of conduct declaration

Values and principles

- I agree to abide by the charity's values and principles
- I agree to act in accordance with our constitution, and agreed aims and policies
- I agree to act in the best interests of the charity and the beneficiaries

Decision making

- I agree to taking and upholding collective decisions as a board
- I will support the principle of clear and transparent decision making except where confidentiality must be maintained

Meetings

- I will read papers and preparing for trustee meetings
- I will attend at least 75% of meetings during the year, and I will send apologies in advance when possible
- I will support the Chair in their role as meeting facilitator
- I will participate in debates, but will accept a majority decision
- I will express dissent where necessary, but avoid conflict if possible

Conflicts of interest

- Upon appointment, I will make a full written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This will be kept on file and updated annually or as appropriate.
- I will not accept any financial benefit as a board member, other than that authorised by the constitution and properly agreed by the board
- I will not exert any influence as a trustee to attempt to gain preferential treatment
- I will declare conflicts of interest as soon as they come to my attention, and withdraw from the decision-making process on that issue
- I will adhere to the Conflict of Interest Policy adopted by the Society

Confidentiality

- I will maintain confidentiality and will not disclose any confidential information concerning any aspect of the board/charity, and I will seek clarification from the board if I am unsure

Working relationships

- I will maintain respectful relationships with my fellow board members and with employees and/or volunteers
- If I carry out another role as a volunteer, I agree to keep the two roles separate

Spokesperson

- I will only speak on behalf of the board/charity when I have been authorised to do so

Good governance

- When recruiting new boards members, I will support a fair and open process in line with our constitution
- I commit to reviewing the board regularly
- I will support the committee to comply with relevant legal and regulatory expectations and with our agreed policies and procedures

Support

- I will seek support when needed and offer support to other board members when requested
- I will participate in learning and development activities
- I will make sure that adequate arrangements are made by the board to supervise and support staff and/or volunteers

Leaving the board

- I agree to resign from the committee if requested to do so by the board following a serious breach of this code of conduct
- I understand that the term of office is 3 years with the possibility of re-election. If I wish to resign, I will give notice in writing to the chair of my intention to leave

The committee's obligations to me in turn

- I will be sent regular financial reports and an update of activities
- I will be given adequate notice of meeting, and receive agenda and papers in advance
- The Chair will ensure that the committee have opportunities to discuss goals, activities and plans
- Other board members, staff and/or volunteers will deal with me in a straightforward and respectful way

Please fill in your details below and return to the secretary@johnraesociety.com by the 15th October 2020.

Role	Name	Signature or email agreement	Date