

# The Glendale Women's Cafe

## The Glendale Women's Cafe Project (SCIO)

### Trustee Code of Conduct & Agreement

#### **Organisational values**

As a Trustee of GLENDALE WOMEN'S CAFE I promise to abide by the fundamental values that underpin all the activities of this organisation. These are:

#### **Accountability**

Everything that GLENDALE WOMEN'S CAFE does will be able stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

#### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within GLENDALE WOMEN'S CAFE and equally when dealing with individuals and institutions externally.

#### **Transparency**

GLENDALE WOMEN'S CAFE strives to maintain an atmosphere of openness throughout the organisation in order to promote and retain the confidence of the public, stakeholders, staff, and charity regulators.

Additionally, I agree to the following:

#### **Mission and policies**

- I will support the charity's mission and consider myself its guardian
- I will abide by all current organisational policies

#### **Conflicts of interest**

- I will always strive to act in the best interests of the organisation
- I will declare any conflicts of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as they arise.
- I will defer to the judgement of the Board of Trustees and do as they require regarding potential conflicts of interest and how they are to be managed

#### **Civil and Charity Law**

- I will break neither the law of the land nor charity law in any aspect of my role of Trustee

**Interpersonal relationships**

- I will not act in disregard of organisational policies in my relationships with fellow Trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as a Trustee
- I will strive to establish and maintain respectful, collegial and courteous relationships with all persons that I come into contact with in my role as a Trustee

**Protecting the organisation's reputation**

- I will not speak as a Trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chair.
- When it has not been possible to obtain prior consent, I will immediately inform the Chair when I have spoken as a Trustee of this organisation to the media or in a public forum.
- When I am speaking as a Trustee of this organisation, my comments will reflect current organisational policies, even when these may not necessarily align with my own personal views.
- When speaking as a private individual I will strive to uphold the reputation of the organisation and those who both work and volunteer within it.
- I will respect organisational, Board and individual confidentiality
- I will take an active interest in the organisation's public image, noting relevant news articles, books, television programmes and the like about the organisation, about similar organisations, or about important issues for the organisation.

**Personal gain**

- I will not personally gain, either materially or financially from my role as Trustee, unless as provided for, or as authorised within the governing document; nor will I permit others to do so as a result of my actions or negligence.
- I will document all expenses incurred on legitimate organisational business and seek reimbursement according to agreed procedure.
- I will not accept any gifts or hospitality that may be offered to me without the prior and express consent of the Chair.
- I will use all organisational resources responsibly, when authorised, and in accordance with procedure.

**In the Boardroom:**

- I will strive to embody the principles of leadership in all my actions and live up to the position of trust placed in me by GLENDALE WOMEN'S CAFE
- I will abide by all current Board governance procedures and practices
- I will strive to attend all Board meetings, giving apologies ahead of time to the Chair if I am unable to attend

- I will carefully study the agenda and all other information sent to me in good time prior to meetings and be prepared to debate and vote on agenda items during meetings
- I will acknowledge the authority of the Chair and respect her role as meeting leader.
- I will engage in active debate and in voting at meetings according to procedure, putting forward my opinions where relevant, whilst at the same time maintaining a respectful attitude towards the opinions of others
- I will accept a majority Board vote on any issue under discussion as being decisive and final

### **Confidentiality**

- I will maintain confidentiality relating to all matters discussed within Board meetings unless I am explicitly authorised by the Chair or Board to speak about them externally

### **Enhancing governance**

- I will participate in all induction, training and development activities organised for Trustees
- I will continually seek ways to improve Board governance practice.
- I will strive to identify good candidates for Trusteeship and appoint all new Trustees on the basis of merit
- I will support the Chair in her efforts to improve their leadership skills
- I will support the staff and, with my fellow Board members, seek any available development opportunities for them

### **Leaving the Board**

I understand that the substantial breach of any part of this code may result in my removal from the Trustee Board.

Should I resign from the Board I will inform the Chair, in advance and in writing, fully stating my reason(s) for resigning. Additionally, I agree to participate in an Exit Interview.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: