

Trustee Code of Conduct for White Cliffs Country u3a

Purpose

This Trustee Code of Conduct outlines the expected standard of behaviour from Trustees in performance of their role. In order to serve on White Cliffs Country u3a committee, Trustees must formally accept it (see 'Declaration' on page 2).

Trustee Code of Conduct

- White Cliffs Country (WCC) u3a Trustee Code of Conduct is an agreement between WCC u3a and individual committee members which clarifies the standard of behaviour expected in the performance of their role.
- WCC u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of WCC u3a.
- All committee members must satisfy the Charity Commission's requirements for being Trustees.

Requirements of a Trustee

- 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 and the requirements of the Charity Commission as regulator.
- Trustees are expected to know, follow and promote the Principles of the u3a Movement (available on the [u3a website](#)) at every opportunity.
- Trustees must always act in the best interests of WCC u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring WCC u3a or the u3a Movement into disrepute or expose it to undue risk.
- Trustees are expected to use WCC u3a's resources responsibly and only to further its stated charitable objects/purposes.
- Trustees are expected to reflect the current organisational policy of WCC u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by WCC u3a's governance procedures and practices.
- Trustees must never derive any pecuniary benefit from being a Trustee and must notify the Chair of any gifts received.
- Trustees must seek the permission of 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 be respected at all times.



- Trustees are expected to perform duties as described in their role description and communicate if they need assistance with fulfilling this commitment.

Committee Meetings – specific requirements

Please refer to the Third Age Trust document ‘Trustee Responsibilities’ available to download [here](#).

Declaration

In order to serve on WCC u3a committee, current and newly elected Trustees must confirm their acceptance of the Code of Conduct by signing and dating below.

<u>Name</u>	<u>Signature</u>	<u>Date</u>

Related documentation

- [Principles of the u3a Movement](#)
- [Member Code of Conduct](#)
- [Trustee responsibilities](#)
- [Trustee induction](#)

Support, Advice and Information

The National u3a (Third Age Trust) runs a number of online workshops to support Trustees, including ‘Running your u3a – Information for Trustees’. More information about these workshops and how to book can be found on the Third Age Trust workshops page: <https://www.u3a.org.uk/members-area/support/workshops>.

All members can also contact the u3a office for information and advice by calling 020 8466 6139 or emailing: u3a.office@u3a.org.uk.

u3a	White Cliffs Country Trustee Code of Conduct	WCC u3a	
	Description of changes	Date	Author
Version 2	TAT updated formatting, links and addition of support, advice and information section	13/04/2023	TAT
Drafts 1-2	WCC u3a specific formatting and information included	06/03/2026	DM
Version 1	Minor changes	10/04/2026	DM/CF