



## **FOLIO Sutton Coldfield Trustees Code of Conduct**

I will respect and uphold the values of FOLIO Sutton Coldfield

I understand and accept that Trustees are expected to honour the content and spirit of this code.

### **GENERAL**

- I will act within the governing document of FOLIO Sutton Coldfield and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of FOLIO Sutton Coldfield's Constitution and relevant policies and procedures.
- I will support the objects and mission of FOLIO Sutton Coldfield, 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 FOLIO Sutton Coldfield 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 FOLIO Sutton Coldfield and its environment. This will include an understanding of how FOLIO Sutton Coldfield operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use FOLIO Sutton Coldfield's resources responsibly, and when claiming expenses will do so in line with FOLIO Sutton Coldfield's procedures.
- I will seek to be accountable for my actions as a trustee of FOLIO Sutton Coldfield, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that FOLIO Sutton Coldfield 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 FOLIO Sutton Coldfield unless specifically authorised to do so.
- I will act in the best interests of FOLIO Sutton Coldfield as a whole, and not as a representative of any group – considering what is best for FOLIO Sutton Coldfield and its present and future beneficiaries and will not bring FOLIO Sutton Coldfield 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 FOLIO Sutton Coldfield's policy. 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 FOLIO Sutton Coldfield meetings and other appointments at or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with FOLIO Sutton Coldfield. I understand that Trustees are expected to attend a minimum of 75% of board meetings and any sub committee meetings over the course of any given year.
- 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 at FOLIO Sutton Coldfield 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 at FOLIO Sutton Coldfield. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of FOLIO Sutton Coldfield 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 at FOLIO Sutton Coldfield. In particular I recognise my responsibility to support the chair and any staff member.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about FOLIO Sutton Coldfield will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

## FOLIO SUTTON COLDFIELD'S OBLIGATIONS TO ME

- 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 plan.
- Other trustees, staff and/or volunteers will deal with me in a straightforward and respectful way.

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 opportunity.
- If I wish to cease being a trustee of FOLIO Sutton Coldfield at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Signed .....

Name .....

Date .....

Last updated: July 2019