



**ARROCHAR & TARBET
COMMUNITY DEVELOPMENT TRUST**

CODE OF CONDUCT FOR BOARD MEMBERS

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ARROCHAR AND TARBET COMMUNITY DEVELOPMENT TRUST

CODE OF CONDUCT FOR BOARD MEMBERS

The stakeholders in the Trust, including members, residents, partners, funders and advisory bodies, have a high expectation of those who serve on the board and the way in which board members should conduct themselves in undertaking their duties. You must meet those expectations by ensuring that your conduct is above reproach. As a Director of the Trust, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct.

This code should be read in conjunction with The Office of the Scottish Charity Regulator's Guidance for Charity Trustees, OSCR 4 "Acting with Care and Diligence", and the nine principles relating to ethical standards in public life as published by the Standards Commission for Scotland.

Members of the Management Board and co-optees have a duty to accept and adhere to this Code and must give written acceptance of it

No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should seek advice.

ARROCHAR AND TARBET COMMUNITY DEVELOPMENT TRUST

CODE OF CONDUCT FOR BOARD MEMBERS

GENERAL

1. I will respect and uphold the values of the Arrochar and Tarbet Community Development Trust (ATCDT) in pursuance of the company's charitable objectives :

- a) To relieve poverty
- b) To relieve needs of those disadvantaged by rural isolation
- c) To provide recreational facilities
- d) To advance educational opportunities in particular to the unemployed
- e) To promote training skills particularly to help residents obtain gainful employment
- f) To promote and facilitate charitable schemes to benefit the community
- g) To preserve, restore and improve local environment / public spaces
- h) To promote preservation of structures of historic or architectural note

2. I will act within the governing document of ATCDT and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Memorandum and Articles of Association and relevant policies and procedures.

3. I will support the objects and mission of ATCDT, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

4. I will be an active trustee, making my skills, experience and knowledge available to ATCDT and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.

5. 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.

6. I will develop and maintain a sound and up-to-date knowledge of ATCDT and its environment. This will include an understanding of how ATCDT operates, the social, political and economic environment in which it operates and the nature and extent of its work.

7. I will use ATCDT's resources responsibly, and when claiming expenses will do so in line with ATCDT procedures.

8. I will seek to be accountable for my actions as a trustee of ATCDT, and will submit myself to whatever scrutiny is appropriate.

9. I accept my responsibility to ensure that ATCDT is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

10. I understand that the Trust's insurers require that no Director of ATCDT has ever been declared bankrupt, nor has been the Director of a company that has gone into liquidation, administration or declared insolvent. I accept my responsibility to inform the Board if this applies and I understand that this would require me to resign from my position as Director.

MANAGING INTERESTS

11. I will not gain materially or financially from my involvement with ATCDT unless specifically authorised to do so.

12. I will act in the best interests of ATCDT as a whole, and not as a representative of any group – considering what is best for ATCDT and its present and future beneficiaries and avoiding bringing ATCDT into disrepute.

13. 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, or a potential conflict of interest, I will ensure that my interest is declared and managed in accordance with current policy and procedure. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

14. I will attend all appropriate meetings and other appointments at ATCDT or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with ATCDT.

15. 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.

16. 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.

17. 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

18. 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.

19. I will help to identify good candidates for trusteeship at ATCDT and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

20. I will endeavour to work considerately and respectfully with all those I come into contact with at ATCDT. I will respect diversity, different roles and boundaries, and avoid giving offence.

21. I recognise that the roles of trustees, volunteers and staff of ATCDT 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.

22. I will seek to support and encourage all those I come into contact with at ATCDT.

23. I will not make public comments about the organisation unless authorised to do so. Any public comments I make about ATCDT will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

LEAVING THE BOARD

24. 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.

25. 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.

26. If I wish to cease being a trustee of ATCDT at any time, I will inform the chair in advance in writing, stating my reasons for leaving.