

Woodbridge Community Hall Management Committee

Registered Charity number 1153286

Code of Conduct

It is the responsibility of members of Trustees to:

Act within the Governing Document (Constitution) and Charity Law

- being aware of their application to WCHMC

Act in the best interest of WCHMC as a whole

- considering what is best for the organisation and its beneficiaries and avoiding bringing the organisation into disrepute

Manage conflicts of interest effectively

- registering, declaring and resolving conflicts of interest. Not gaining materially or financially, unless permitted by the Charity Commission and specifically authorised to do so.

Respect confidentiality

Understanding what confidentiality means in practice for WCHMC, its Committee and the individuals involved with it

Have a sound and up-to-date knowledge of WCHMC and its environment

- understanding how WCHMC works and the environment within which it operates

Attend meetings and other appointments or give apologies

Considering other ways of engaging with the organisation if regularly unable to attend more than a minimum of four meetings annually.

Prepare fully for meetings and all work for WCHMC

Reading papers, querying anything which is not understood and thinking through issues in good time for meetings

Actively engage in discussion, debate and voting in meetings

Contributing positively, listening carefully, challenging sensitively and avoiding conflict

Act jointly and accept a majority decision

Making decisions collectively, standing by them and not acting individually unless specifically authorised to do so

Work considerately and respectfully with all

Respecting diversity, differing roles and boundaries, and avoiding giving offence

Trustees are expected to honour the content and spirit of this code.

August 2022