



## Cheddar Valley u3a Trustee Code of Conduct

This Code of Conduct is an agreement between the organisation and the individual committee member which spells out the standards of behaviour expected from Trustees in the performance of their role.

Trustees will be advised of the code as soon as they join the committee. They will be asked to sign and date a copy to show that they have read and formally accept the Code.

All Trustees will receive an induction when they are appointed to ensure that they are aware of the relevant charity law, the Guiding Principles of the u3a and their responsibilities as Trustees as set out in the u3a document "Trustee Responsibilities".

### Trustee Code of Conduct

- Cheddar Valley u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees should make themselves aware of guidance from the Charity Commission, which is their charity regulatory authority. They 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 <https://www.gov.uk/guidance/charity-trustee-whats-involved>
- 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 at every opportunity (see over page).
- Trustees must always act in the best interests of Cheddar Valley u3a and the wider u3a movement, strive to uphold their reputation and never do anything which could bring the u3a or the u3a movement into disrepute or expose them to undue risk.
- Trustees must use Cheddar Valley u3a's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of Cheddar Valley u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by Cheddar Valley u3a's governance policies and procedures.
- Trustees must never derive any pecuniary benefit (including benefits in kind) from being a Trustee and must notify the Chair of any gifts received.
- Trustees should inform 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.
- All committee members must satisfy the Charity Commission's requirements for being Trustees.

## Guiding Principles of the u3a

The u3a movement is non-religious and non-political and has three main principles:

### The Third Age Principle

- Membership of a u3a is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.
- Members promote the values of lifelong learning and the positive attributes of belonging to a u3a.
- Members should do all they can to ensure that people wanting to join a u3a can do so.

### The Self-help Learning Principle

- Members form interest groups covering as wide a range of topics and activities as they desire; by the members, for the members.
- No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.
- There is no distinction between the learners and the teachers; they are all u3a members.

### The Mutual Aid Principle

- Each u3a is a mutual aid organisation, operationally independent but a member of The Third Age Trust, which requires adherence to the guiding principles of the u3a movement.
- No payments are made to members for services rendered to any u3a.
- Each u3a is self-funded with membership subscriptions and costs kept as low as possible.
- Outside financial assistance should only be sought if it does not imperil the integrity of the u3a movement.

## Support, Advice and Information

The u3a 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 u3a workshops page:

<https://www.u3a.org.uk/members-area/support/workshops?highlight=WyJ3b3Jrc2hvcHMlXQ==>

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

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