



## TRUSTEE CODE OF CONDUCT

### *Purpose of the code*

The purpose of a code of conduct is to maintain the highest standards of integrity and guardianship, ensuring that the **Chrysalis Centre for Change (CCC)** is effective, open and accountable, with good working relationships between Trustees, staff, volunteers, service users, funders and stakeholders.

### **General conduct, responsibility and accountability**

1. Trustees will support the overall mission of **CCC** and consider themselves as guardians of the Charity.
2. Trustees must act with integrity, honesty and dignity at all times whilst undertaking their role and responsibilities.
3. Trustees will ensure they never break Charity law, go against charity regulations and always abide by **CCC** Policies and Procedures in all aspects of their role as trustees.
4. Trustees should understand that everything **CCC** does must be able to stand the test of scrutiny by the public, media, Charity Commission, service users, members, funders and other stakeholders.
5. Trustees should not behave in ways that could damage or undermine the reputation of **CCC** and should not take part in activity which is in conflict with the aims and objectives of **CCC**.
6. Trustees will take an active interest in the growth and development of **CCC** highlighting any opportunities and promoting **CCC**.
7. Trustees must act fairly and in accordance with good employment practice and equal opportunities in making any decisions affecting the appointment, professional development, appraisal, remuneration or discipline of **CCC** staff.

### **Confidentiality**

1. Any confidential information relating to service users, volunteers and staff must remain confidential and not discussed or shared with others.

### **Conflicts of Interest**

1. Should a conflict of interest arise, a Trustee must declare the interest and take no part in any discussion or vote.
2. Trustees should not use their position to gain financial or other material benefit for themselves, their families or friends.
3. Trustees must not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties.
4. Trustees will not accept gifts or hospitality



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### Meetings

1. Trustees will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend
2. Trustees will strive not to miss 2 consecutive meetings.
3. Trustees will study the agenda and other information sent prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
4. Trustees will honour the authority of the Chair and respect their role as meeting leader.
5. Trustees will engage in debate and voting in meetings, maintaining a respectful attitude toward the opinions of others while making their own voice heard.
6. Trustees will accept a majority board vote on an issue as decisive and final.
7. Trustees will work to avoid conflict in the boardroom and seek external support to do this when necessary.
8. Trustees must act and make decisions in the best interests of the charity, and its present and future beneficiaries.
9. Trustees are jointly and individually liable for their decisions, therefore decisions should be taken together, as a team, recorded accurately in the minutes, and communicated to staff in a timely manner.

### Public Image

1. No Trustee will speak to the media or in a public forum without the prior knowledge and approval of the Chairperson.
2. When speaking as a Trustee of **CCC**, comments will reflect current organisational policy even when these do not agree with personal views.
3. When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

### Relationships with others

1. Trustees will strive to establish respectful, collegial and courteous relationships with all they come into contact with, in their role as Trustee
2. Trustees should seek to understand and respect the individual roles of staff and volunteers and ensure that they work effectively together for the benefit of **CCC**, in a mutually supportive and loyal relationship.
3. Trustees should not in any way undermine the delegated authority of the Manager of **CCC**, recognising that they do not have the authority to give instructions to staff without going through the appropriate channels. Informal communication between Trustees and staff is encouraged, provided it does not interfere with the management process.



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## Training & Development

1. Trustees will participate in relevant induction, training and development activities.
2. Trustees will continually seek ways to improve board governance practice.
3. Trustees will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
4. Trustees will support the Chair in their efforts to improve their leadership skills.
5. Trustees will support the Manager and staff and, with their fellow board members, seek development opportunities for them.

## Leaving the board

1. Trustees understand that substantial breach of any part of this code may result in their removal from the board.
2. Trustees understand that they commit to serve at least one term, which constitutes a 3-year commitment, with the option to renew for one more term after which they must resign.
3. Trustees understand there must be a break of 2 years after their resignation before they can reapply to serve as a Trustee again.
4. If for any reason a Trustee resigns from the board other than at the end of their fixed term, they will abide by the terms set out in the **CCC** Constitution, informing the Chair in writing, giving reasonable notice and participating in an exit interview.

**I agree to abide by this Code of Conduct during my time as a Trustee for CCC.**

<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	