



Trustees Code of Conduct

The **CEO and Director of People** shall have lead responsibility for this Policy

I will respect and uphold the values of Warwick Students' Union:

- **Welcoming**
We are supportive, helpful, inclusive and value diversity.
- **Student Focused**
We put students at the heart of everything we do and stand in solidarity with our liberation communities.
- **Democratic**
We are representative, ethical, transparent, and accountable.
- **Independent**
We are the independent voice of Warwick students.
- **Enriching**
We nurture students' aspirations and help them develop.

1. General

- 1.1 I will act within the Articles of Association and Bye-laws of the Union, charity law, company law and other relevant legislation or regulations, and abide by the policies and procedures of the the Union. This includes having a knowledge of the contents of the Articles of Association and relevant policies and procedures.
- 1.2 I will support the vision and mission of the Union championing it, using any skills or knowledge I have, to further that mission and seek expert advice where appropriate.
- 1.3 I will respect and always maintain organisational confidentiality when acting in a Trustee capacity. For the avoidance of doubt, discussions at Board and Committee level, including the circulation of papers, will always remain confidential to the participants in attendance.
- 1.4 I will be an active Trustee, making my skills, experience, and knowledge available to the Union and commit to undertaking what additional work I can outside trustee meetings, including sitting on sub-committees.
- 1.5 I will develop and maintain relevant and up-to-date knowledge of the Union and its environment. This will include an understanding of how the Union operates, the social, political, and economic environment in which it operates and the nature and extent of its work. Article 34 states in detail the requirements placed upon Trustees.
- 1.6 I will uphold the democratic principles of the Union as set out in the Articles of Association and Bye-laws and ensure that I understand the interactions between the voice of the student body and the governance of the Union.
- 1.7 I will use the Union's resources responsibly and when claiming expenses will do so in line with Union procedures.
- 1.8 I will commit to being accountable for my actions as a Trustee of the Union.

1.9 I accept my responsibility to ensure that the Union is managed effectively and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

2. Managing Interests

2.1 I will safeguard the assets of the Union, taking due care over their security and proper usage, ensuring that they are used exclusively in the pursuit of the Union's charitable objects as set out in at Article 2 of the Articles of Association.

2.2 I will not gain materially or financially from my involvement with the Union unless permitted to do so under 4.3 or 4.6 of the Articles.

2.3 I will act in the best interests of the Union as a whole, and not as a representative of any group – considering the best interests the Union and its present and future beneficiaries and avoid bringing the Union into disrepute.

2.4 I will not put myself in a position where my personal interests' or personal loyalties conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest and / or loyalty, I will declare it and ensure that this is managed effectively in line with Article 44 and Union policy.

2.5 I understand that a failure to declare a conflict of interest is a breach of this code.

3. Responsibilities

3.1 I will take full responsibility for the powers and responsibilities bestowed upon the role as outlined under Articles 28 and 29.

3.2 I will commit to attending all Board meetings, all Committee meetings (where relevant) and other appointments at the Union or send apologies in advance. If I cannot regularly attend Board meetings, I understand that Article 23.8 sets out that the other Trustees can resolve to remove me if I fail to attend three consecutive Board meetings.

3.3 I will prepare fully for all Board meetings and Committee meetings (where relevant) and work for the Union. 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. If I am not able to do this I will give the other Trustees reasonable notice.

3.4 I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and respecting the views of others.

3.5 In accordance with Article 33 and 43 I will participate in collective decision making, accept a majority decision of the Board and will not act individually.

4. Governance

4.1 I will contribute to improving the Board's governance, participating in induction, and training and sharing ideas for improvement with the Board where appropriate.

4.2 I will support the process for identifying suitable candidates for trusteeship at the Union where appropriate.

5. Relations With Others

- 5.1 I will work considerately and respectfully with all those I encounter at the Union and uphold the principles of equality and diversity.
- 5.2 I recognise that the roles of Trustees, volunteers and staff of the Union are different, and I will seek to understand and respect the difference between these roles.
- 5.3 Where I also volunteer with the Union, I will maintain the separation of my role as a Trustee and as a volunteer.

- 5.4 I will seek to support the Chair of the Board and the Chief Executive of the Union where authority is delegated under Article 29.
- 5.5 I will not act in an official capacity and make public comments or statements about the Union unless authorised to do so by the Chair of the Board.
- 5.6 Any public comments I make about Warwick Students' Union will be considered and in line with organisational policy when I make them in an individual capacity.

6. Leaving the Board

- 6.1 Under Article 25, I understand that a substantial breach of any part of this code may result in procedures being put in motion that may result in my being removed from the Board.
- 6.2 I understand that I will be given a reasonable right to reply should a resolution to remove me as Trustee be passed in accordance with Articles 23.7, 23.8, 24 Or 25.
- 6.3 If 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.
- 6.4 If I wish to cease being a Trustee of the Union at any time and in accordance with Article 23.6, I will inform the Chair in advance in writing, stating my reasons for leaving.

Signed

Name

Date

