



Norfolk and Norwich Archaeological Society

Charity No: 311116

TRUSTEE CODE OF CONDUCT

drawn from [NCVO Board Basics recommended template](#)

Name of Policy	Trustee Code of Conduct
Aim of Policy	The purpose of the policy is to ensure a free, open and accountable workplace
Related Organisational Aims & Objectives	
Intended Audience	Trustees of the NNAS, Council of NNAS, NNAS volunteers
Approved By	Trustee Board
Date Approved	14.1.2020
Review Cycle	2 years
Review Due Date	14.1.2022
Individual Responsible for Review	Hon. Secretary
Comments on Last Review	

CODE OF CONDUCT FOR Trustees of the Norfolk and Norwich Archaeological Society (NNAS)

As a trustee of the Norfolk and Norwich Archaeological Trust I will abide by the fundamental values that underpin the activities of this organisation. These are as follows:

Our values

Accountability

Everything the NNAS does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within the NNAS and equally when dealing with individuals and institutions outside it.

Transparency

NNAS strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

In addition, I will act according to the following **code of practice**:

Law Mission and Policies

- I will act within the governing document of the NNAS and abide by the policies and procedures of the organisation.
- I will support the objects and mission of the NNAS and act as their guardian and champion.

Conflicts of Interest

- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises, and follow the NNAS Conflict of Interest Policy.

Person to person

- I will strive to establish respectful, collegial and courteous relationships.
- I will not go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.

Protecting the organisation's reputation

- I will not make public comments about the organisation unless authorised to do so.
- Any public comments I make about the NNAS will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.

Meetings

- I accept my responsibility to ensure that the NNAS is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the chair or board to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the chair in his/her efforts to improve his/her leadership skills.

Leaving the board

I understand that substantial breach of any part of this code may result in my removal from the trustee board.

Should procedures be put in motion that may result in my being asked to resign from the board, 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 and resign at the earliest opportunity. Should I resign from the board I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:.....

Date:.....

Edmund G. Perry
 Hon General Secretary
 NNAS
 20.01.2020