

Trustee Code of Conduct

The Trustee Code of Conduct is an agreement to set out the relevant standards expected by trustees of Glasgow Caledonian University Students' Association in order to maintain the highest standards of integrity and stewardship; to ensure that GCU Students' Association is effective, open and accountable; and to ensure a good working relationship with the Chief Executive and Senior Management Team.

I agree to the following points:

General (Law, Mission, Vision and Values and Policies)

1. I will act within the Constitution and the law and abide by the policies and procedures of GCU Students' Association.
2. I will support and seek to further the Mission, Vision, Values and Purposes of GCU Students' Association.
3. I will be an active trustee, making my skills, experience and knowledge available to GCU Students' Association and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.
4. I will develop a sound and up-to-date knowledge of GCU Students' Association and its environment. This will include an understanding of how GCU Students' Association operates, the social, political and economic environment in which it operates and the nature and extent of its work.
5. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by GCU Students' Association.

Conflicts of Interest

1. I will always strive to act in the best interests of the organisation.
2. I will declare any conflicts of interest, or any circumstance that might be viewed by others as a conflict of interests, as soon as it arises.
3. I will submit to the judgement of the board and do as it requires regarding potential conflicts of interest.

Protecting the organisation's reputation

1. I will not speak as a trustee of the organisation to the media or in a public forum without the prior knowledge and approval of the Student President.
2. 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.
3. When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
4. I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
5. I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about issues for the organisation.

Meetings

1. I will strive to attend all meetings of the Trustee Board, giving apologies ahead of time if not available to attend. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with GCU Students' Association.
2. I will prepare fully for all meetings. This will include reading papers, querying anything I do not understand, thinking through issues before the meeting and completing any tasks assigned to me in the agreed time.
3. I will actively engage in discussions, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
4. I will honour the authority of the Chair and respect their role as meeting leader.
5. I will participate in collective decision making, accepting a majority decision of the board and will not active individually unless specifically authorised to do so.
6. I will maintain confidentiality about what goes on in the Trustee Board meetings unless authorised by the Chair or board to speak of it.
7. Trustees have a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent Board, including clear procedures for selection, election, training, retirement and if necessary, removal of trustees.

Personal gain

1. I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
2. I will document expenses and seek reimbursement according to the GCU Students' Association Financial Policies and Procedures.
3. I will not accept gifts or hospitality without the prior consent of the Chair and Chief Executive.

Enhancing governance

1. I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
2. I will support the Chief Executive in his/her management role, with my fellow board members and seek development opportunities for him/her.

Relations with others

1. I will endeavour to work considerately and respectfully with all those I come into contact with at GCU Students' Association. I will respect diversity, different roles and boundaries, and avoid giving offence.
2. I recognise that the roles of trustees, staff and volunteers of GCU Students' Association are different, and I will seek to understand and respect the difference between these roles. In particular recognising and respecting the difference between governing (Trustee Board) and managing (Chief Executive and Senior Management Team).
3. Where I also volunteer or am a Full Time Officer with the organisation I will maintain the separation of my role as a trustee and as a volunteer or Full Time Officer.
4. I will seek to support and encourage all those I come into contact with at GCU Students' Association. In particular I recognise my responsibility to support the Chair and the Senior Management Team.

Leaving the board

1. I understand that substantial breach of any part of this code may result in my removal from the Trustee Board.
2. Should I resign from the Trustee Board I will inform the Chair in advance in writing, stating my reasons for resigning.

Signed:

Date:

Name:

The Glasgow Caledonian University Students' Association Trustee Code of Conduct was developed based on the Association of Chief Executives of Voluntary Organisations (ACVO) Trustee Code of Conduct and National Council for Voluntary Organisations (NCVO) model code of conduct.