



## **Trustee Code of Conduct**

As a trustee of The Welsh Pony and Cob Society I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

### **A Accountability**

Everything the WPCS does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders and the courts.

### **B Integrity and honesty**

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

### **C Transparency**

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

Additionally, I agree to the following:

#### **1 Law, mission, policies**

- 1.1 I will not break the law or go against charity regulations in any aspect of my role of trustee.
- 1.2 I am not disqualified by law from acting as a charity trustee or a company director and I will sign an annual declaration that I continue to be eligible to act as a trustee
- 1.2 I will support the mission and consider myself its guardian.
- 1.3 I will abide by organisational policies.

#### **2 Conflicts of interest**

- 2.1 I will always strive to act in the best interests of the organisation.
- 2.2 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.
- 2.3 I will submit to the judgment of the council and do as it requires regarding potential conflicts of interest.

#### **3 Person to person**

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

#### **4. Protecting the organisation's reputation**

- 4.1 I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Company Secretary or Chair.
- 4.2 When prior consent has not been obtained, I will inform the Chair or Company Secretary at once when I have spoken as a trustee of this organisation to the media or in a public forum.

- 4.3 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.
- 4.4 When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- 4.5 I will respect organisational, council and individual confidentiality.
- 4.6 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 important issues for the organisation.

**5. Personal gain**

- 5.1 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.
- 5.2 I will document expenses and seek reimbursement according to procedure.
- 5.3 I will not accept substantial gifts or hospitality without prior consent of council.
- 5.4 I will use organisational resources responsibly, when authorised, in accordance with procedure.

**6. In Council**

- 6.1 I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by The Welsh Pony and Cob Society.
- 6.2 I will abide by council governance procedures and practices.
- 6.3 I will strive to attend all council, giving apologies ahead of time to the Chair if unable to attend.
- 6.4 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.
- 6.5 I will honour the authority of the Chair and respect his or her role as meeting leader.
- 6.6 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.
- 6.7 I will accept a majority council vote on an issue as decisive and final.
- 6.8 I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or council to speak of it.

**7. Enhancing governance**

- 7.1 I will participate in induction, training and development activities for trustees.
- 7.2 I will continually seek ways to improve council governance practice.
- 7.3 I will support the Chair in his/her efforts to improve his/her leadership skills.
- 7.4 I will support the Company Secretary in his/her executive role and, with my fellow council members, seek development opportunities for him/her.

**8. Leaving Council**

Should I resign from Council I will inform the Chair in advance in writing, stating my reasons for resigning.

Signed as agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_