



Trustee Board Code of Conduct

As Trustees of York St John Students' Union (YSJSU) we agree to abide by the principles and procedures embodied within this code of practice at all times.

1. It is the Responsibility of the Trustees to:

- 1.1 Act within the governing document and the law – being aware of the contents of the Students' Union's governing document and the law as it applies to the Students' Union.
- 1.2 Act in the best interests of the Students' Union as a whole – considering what is best for the Students' Union and its beneficiaries and avoiding bringing it into disrepute.
- 1.3 Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- 1.4 Respect confidentiality – understanding what confidentiality means in practice for the Students' Union, its board and the individuals involved.
- 1.5 Have a sound and up-to-date knowledge of the Students' Union and its environment – understanding how the Students' Union works and the environment within which it operates.
- 1.6 Attend meetings and other appointments or give apologies – engaging in discussions and decision-making processes.
- 1.7 Prepare fully for meetings and all work for the Students' Union – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.
- 1.8 Actively engage in respectful discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- 1.9 Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- 1.10 Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

2. General

- 2.1 We have corporate responsibility for determining, monitoring and keeping under review the strategic plan, policies, and procedures within which the Students' Union operates;

- 2.2 We recognise that the Chief Executive is responsible for the implementation of policy, day-to-day management of the Students' Union and the delivery of the Students' Union's strategic objectives;
- 2.3 We accept that all Trustees have equal status, and although appointed by different methods, our overriding concern will be the operation of the Students' Union as a whole;
- 2.4 We have no legal authority to act individually, except when the Trustee Board has given us delegated authority to do so;
- 2.5 We have a duty to act fairly and without prejudice, and in so far as we have responsibility for the employment of staff, we will fulfil all that is reasonably expected of a good employer;
- 2.6 We will consider carefully how our decisions may affect our members, other Students' Unions, other organisations and the local community.

3. Commitment

- 3.1 We acknowledge that accepting office as a Trustee involved the commitment of significant amounts of time and energy;
- 3.2 We will each involve ourselves actively in the work of the Trustee Board, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups;
- 3.3 We will get to know the Students' Union well and respond to opportunities to involve ourselves in the activities of the Students' Union;
- 3.4 We will consider seriously our individual and collective needs for training and development.

4. Relationships

- 4.1 We will strive to work as a team;
- 4.2 We will seek to develop effective working relationships with the Chief Executive, staff team, key University staff and other relevant agencies (where appropriate) and the community.

5. Confidentiality

- 5.1 Save the law requires us, or in order to take independent professional advice, we will observe complete confidentiality when required or asked to do so by the Trustee Board or Chief Executive, especially regarding matters concerning individual staff or members;
- 5.2 As a matter of trust we will not discuss the views of fellow Trustees with members of the public outside our meetings;

- 5.3 We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the Students' Union arises outside the Trustee Board;
- 5.4 We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Trustee Board or its delegated agents;
- 5.5 We will not speak or act on behalf of the Trustee Board unless we have been specially authorised by it to do so;
- 5.6 In making or responding to criticism or complaints affecting the Students' Union we will follow the procedures established by the Trustee Board;
- 5.7 In discharging our duties we will always be mindful of our responsibility to maintain and develop the aims, values, ethos and reputation of the Students' Union.

6. We will abide by The Nolan Principles of Public Life (adapted for trustees) as set out below:

- 6.1 Selflessness - Trustees should act solely in terms of public benefit. They should not act in order to gain financial or other benefits for themselves, their family or their friends.
- 6.2 Integrity - Trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role as a trustee.
- 6.3 Objectivity - In carrying out the business of the Students' Union, trustees should make choices based on merit.
- 6.4 Accountability - Trustees are accountable for their decisions and actions to their stakeholders and the public and must submit themselves to whatever scrutiny is appropriate to their role.
- 6.5 Openness - Trustees should be as open as possible about all the decisions and actions they take.
- 6.6 Honesty - Trustees should declare any private interests relating to their trusteeship and take steps to resolve any conflicts arising in a way that protects the public benefit.
- 6.7 Leadership - Trustees should promote and support these principles by leadership and example.

Name: _____ Signed: _____

Date: _____