



# Kilve Village Hall

Registered Charity – 304569

## **CODE OF CONDUCT**

It is the responsibility of management committee members or trustees to:

- ✓ Act within the governing document (our charitable aims and constitution) and the law – being aware of the contents of the organisation’s governing document and the law as it applies to Kilve Village Hall
- ✓ Act in the best interest of Kilve Village Hall as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing Kilve Village Hall into disrepute.
- ✓ Manage conflicts of interest effectively – registering, declaring and working to resolve conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- ✓ Respect confidentiality – understanding what confidentiality means in practice for Kilve Village Hall, its board and the individuals involved with it.
- ✓ Have a sound and up-to-date knowledge of Kilve Village Hall and its environment – understanding how Kilve Village Hall works and the environment within which it operates.
- ✓ Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
- ✓ Prepare fully for meetings and all work for Kilve Village Hall – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings.
- ✓ Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding (resolving any?) conflict.
- ✓ Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- ✓ Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

Trustees and committee members are expected to honour the content and spirit of this code.

Signed .....

Name ..... Date .....