

Waltham Forest Churches Night Shelter (WFCNS Ltd)

Board – Code of Conduct

Introduction

This Code of Conduct (Practice) sets out the relevant standards and commitments expected of trustees of WFCNS Ltd.

The purpose of this Code of Practice is to ensure consistent application of the values and ethos of WFCNS Ltd by all trustees.

General

I will:

- Act within the governing document of WFCNS, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the memorandum and articles of association and relevant policies and procedures.
- Support the objects and mission of WFCNS, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- Be an active trustee, making my skills, experience and knowledge available to WFCNS and seeking to do what additional work I can outside Board meetings.
- Respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- Develop and maintain a sound and up-to-date knowledge of WFCNS and its environment. This will include an understanding of how WFCNS operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- Use WFCNS' resources responsibly, and when claiming expenses will do so in line with WFCNS' procedures.
- Seek to be accountable for my actions as a trustee of WFCNS, and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that WFCNS is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

Managing Interests

- I will not gain materially or financially from my involvement with WFCNS or Branches unless specifically authorised to do so.

- I will act in the best interests of WFCNS as a whole, and not as a representative of any group – considering what is best for WFCNS and its present and future beneficiaries and avoiding bringing WFCNS into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with WFCNS's Policies.
I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

Meetings

I will:

- Attend all appropriate meetings and other appointments at or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with WFCNS or Branches.
- Prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- Actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully and challenging appropriately.
- Participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

Governance

I will:

- Actively contribute towards improving the governance of the board, participating in induction and training and sharing ideas for improvement with the board.
- Help to identify good candidates for trusteeship at WFCNS and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

Relations with Others

I will:

- Endeavour to work considerately and respectfully with all those I come into contact with at Branches. I will respect diversity, different roles and boundaries, and avoid giving offence.
- Seek to support and encourage all those I come into contact with at Branches. In particular, I recognise my responsibility to support the Chair and the Chief Executive Officer.
- Not make public comments about the organisation unless authorised to do so. Any public comments I make about WFCNS or Branches will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
- I recognise that the roles of trustees, volunteers and staff of Branches are different, and I will seek to understand and respect the difference between these roles. Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.

Leaving the Board

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.
- Should this happen 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 in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of WFCNS Ltd at any time, I will inform the Chair in advance in writing, stating my reasons for leaving.

Signed: _____

Name: _____

Date: _____

Branches will:

- Provide the trustees with timely and relevant information in order to allow the board to govern well
- Provide the board with advice when necessary, ensuring that external professional advisors are available as and when needed
- Work in partnership with the board to ensure that it fulfils all its statutory and legal responsibilities
- Invest time, money and other resources in order to help support and further develop good governance
- Provide the board with the necessary administrative and other support that they will need to govern well