

HAMPSHIRE GENEALOGICAL SOCIETY TRUSTEE CODE OF CONDUCT



INTRODUCTION

Charity Trustees work together as a team and are collectively responsible for the management and administration of a charity.

A Trustee Code of Conduct is an agreement, between the charity and the individual Executive Committee member, which clarifies the standard of behaviour expected in the performance of their role.

GENERAL

Trustees of Hampshire Genealogical Society are expected to have read and understood the Charity Commission leaflet CC3 entitled "The Essential Trustee – what you need to know, what you need to do" <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Trustees must comply with Charity Law and the requirements of the Charity Commission as regulator.

Trustees must always act in the best interests of Hampshire Genealogical Society, strive to uphold its reputation and never act in ways which could bring the Society into disrepute or expose it to undue risk.

Trustees are expected to use the Society's resources responsibly and only to further its stated charitable object; i.e. "to advance the education of the public in the study of genealogy/family history, with particular reference to Hampshire."

Trustees are expected to abide by the governance procedures, policies and practices of Hampshire Genealogical Society.

Trustees must not derive any pecuniary benefit from the Society but reasonable out-of-pocket expenses will be reimbursed as stated in the HGS Volunteers' Policy and Expenses Guidelines documents.

Trustees are expected to treat fellow Committee Members courteously at all times and maintain a respectful attitude towards the opinions of others.

Organisational, committee and individual confidentiality must be respected at all times.

EXECUTIVE COMMITTEE MEETINGS

Preparation and attendance:

Trustees are expected to study the agenda and, where possible and when circulated in good time, all supporting papers prior to the meeting and should endeavour to attend all meetings.

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Conflict of Interest:

As stated in our 'Conflict of Interest' Policy, a Trustee must declare a conflict, or possible conflict, of interest at the start of a committee meeting or at the earliest possible opportunity. The Chairman will then decide whether to exclude the Trustee from a particular item or even from the whole meeting. In the event that the Chairman has a conflict of interest, then the Committee should request the Vice Chairman to rule on the matter. Any such disclosure, and the subsequent actions taken, will be noted in the minutes of the meeting.

Power to make decisions:

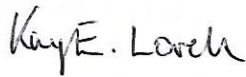
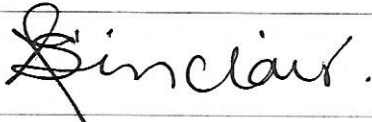
Decision-making rests solely with the Executive Committee as a body and decisions can only be taken as a result of a majority vote in favour by those members of the Committee present at the time. No Trustee has the authority to act in isolation.

Confidentiality:

In order that all Trustees feel comfortable expressing their views and ideas it is essential that everybody maintains confidentiality about the details of Committee discussions at all times. The decisions made by the Committee must be minuted.

Corporate responsibility:

No matter what individual Trustees' opinions or voting choices are, once an item is approved by the Committee, all Trustees must accept it as decisive and final, abide by it and not comment further about the details of Committee discussions outside the Committee environment.

	Policy prepared by:	Approved by:
Signed:		
Print Name:	KAY E. LOVELL	ANTHONY SINCLAIR
Position:	Vice Chairman	Chairman
Date:	1st October 2024.	October 1st, 2024