

## Trustees Code of Conduct

This Code sets out the standards of behaviour expected of MSAS trustees and committee members, Trustees are also bound by the Members Code of Conduct.

### **Equality, Dignity and Diversity**

Trustees and committee members' behaviour and attitudes shall be consistent with the values of MSAS and the agreed Equality, Dignity and Diversity policy.

### **Respect**

Trustees and committee members must treat each other, members and others they come into contact with when working in their role with respect and courtesy at all times. When draft papers are circulated for comment between committee members it should be remembered that the person drafting the paper has devoted personal time to do so. It is therefore courteous to provide a response, even if that response is simply 'no comment'

### **Commitment**

Trustees and committee members must devote sufficient time preparing for and attending meetings to ensure they add value to the committee's work. In doing this it is recognised that their role on the committee is to support the smooth operation of the charity and to further its stated aims in general, as well as to represent their specific technical role. They should also seek to promote the benefits of the Society to members, potential members, visitors and members of the public when opportunities arise.

### **No personal benefit**

Trustees and committee members must not benefit from their position beyond what is allowed by the law and what is in the interests of MSAS. Trustees and committee members should take decisions solely in terms of MSAS' interest.

They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Conflicts of interest**

Trustees and committee members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict. The Secretary shall keep a record of any declared conflicts of interest.

### **Openness and accountability**

Trustees and committee members must be open, responsive and accountable to each other, the membership and relevant stakeholders such as funders.

### **Confidentiality**

Trustees and committee members must respect the status of confidential issues they read and discuss in the course of carrying out their duties. They are bound to maintain the status of this material and any discussions.

### **Integrity**

Trustees and committee members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the board or committee. Trustees and committee members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any other group, organisation or individual.