

# Code of Conduct for Trustees

## Purpose

Being a trustee is about looking after the charity on behalf of the community. Trustees are volunteers, but the law does give us some responsibilities. This Code sets out the simple standards we agree to follow.

### 1. Acting in the Charity's Interests

- Always put the charitable purposes first.
- Make decisions that benefit the community, not personal or business interests.

### 2. Following the Rules

- Work within the Gordon Common Good's constitution and charity law.
- Respect decisions made collectively by the Board.
- Keep up to date with the basics of trustee duties (training or briefings will be offered).

### 3. Care and Diligence

- Prepare for and attend meetings regularly.
- Read papers in advance and take part in discussions.
- Ask questions if something isn't clear – that's part of the role.

### 4. Honesty and Integrity

- Declare any conflicts of interest (for example, if your business could benefit from a decision).
- Don't use your role to gain personal advantage.
- Be open about mistakes and help put them right.

### 5. Respect and Teamwork

- Treat fellow trustees, volunteers, and community members with respect.
- Listen to different views and work towards shared decisions.
- Support each other as volunteers giving time for the community.

# Code of Conduct for Trustees

## 6. Money and Property

- Make sure the Charities money and assets are used wisely and only for its charitable purposes.
- Approve spending only when it fits the budget and the law.
- Keep proper accounts and records, and share them openly with members and OSCR.

## 7. Confidentiality and Transparency

- Respect confidential information when needed.
- Be open and transparent about decisions and finances with the community and regulators.

## Acknowledgement and Renewal

- I will sign this Code when first appointed as a trustee.
- I will sign it again whenever I am reappointed as a trustee.
- If the Code changes, I'll sign the new version.
- The Secretary will keep a signed copy with the charity's governance records.

**I understand that being a trustee carries legal responsibilities, but also that it is a voluntary role carried out for the good of the community. I agree to follow this Code while serving as a trustee of Gordon Common Good SCIO.**

Signature :

Full Name :

Date :
