



GREAT GLEN VILLAGE HALL

Main Street, Great Glen. LE8 9GG

Registered Charity 243104

Code of Conduct

Adopted 2nd December 2024.

1. Purpose

The purpose of this Code of Conduct is to provide a structure for the behavioural expectations of the Trustees and anyone else working on behalf of the Management Committee of Great Glen Village Hall.

As a Trustee or Officer of Great Glen Village Hall Charity, I understand that it is my responsibility to:

2. Act within the Governing Document, Policies and the law:

I will make myself aware of and act within the content of the charity's Governing Document and Policies and the law.

3. Act in the best interests of the organisation as a whole and protect the organisation's reputation:

I will consider what is best for the organisation and its beneficiaries and avoid bringing it into disrepute. I will not make public comments about the organisation unless authorised to do so, in accordance with the Communication Policy.

4. Manage Conflicts of Interest effectively:

In line with the Conflict-of-Interest Policy, I will register, declare and resolve conflicts of interest or any circumstances that might be viewed by others as a conflict of interest as soon as they arise. I will not gain materially or financially unless authorised to do so. I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for Great Glen Village Hall Charity and its present and future beneficiaries. I will submit to the judgement of the committee and do as it requires regarding potential conflicts of interest.

5. Respect Confidentiality

I understand what confidentiality means in practice for the charity and individuals involved. I will respect organisational and individual confidentiality.

6. Have a sound and up to date knowledge of Great Glen Village Hall Charity

I will ensure that I understand how Great Glen Village Hall Charity works and the environment in which it operates.

7. Attend meetings and other appointments or give apologies:

I will strive to attend all meetings giving apologies ahead of time to the Secretary if unable to attend. I will engage in discussions and decision-making process.

8. Prepare fully for meetings and all work for the charity.

I will read papers, query unclear or difficult things and think through issues in good time before meetings.

9. Actively engage in respectful discussion, debate and voting in meetings. Work considerately and address members respectfully.

I will contribute positively, listen carefully, challenge sensitively and avoid conflict or giving offence. I will maintain a respectful attitude towards the opinions of others while making my voice heard. I will respect diversity, different roles and boundaries. I will honour the authority of the chair and respect their role as meeting leader.

10. Act jointly and accept a majority decision:

I will make decisions collectively, standing by them and not acting individually or independently unless authorised to do so. I will accept a majority vote on an issue as decisive and final.

11. Leaving the Management Committee

I understand that substantial breach of any part of this code may result in my removal as a Trustee and from the Management Committee. Should procedures be put in motion that may result in my being asked to resign as a Trustee, I will be given the opportunity to be heard. In the event that I am asked to resign as a Trustee, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign as a Trustee I will inform the chair in advance in writing, stating my reasons for resigning.

This Policy will be reviewed annually.

Adopted	2/12/24
Review	November 2025

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I confirm that I have read and understood Great Glen Village Hall Code of Conduct and will abide by all the clauses therein.

Signed:

Name:

Date: