



## **Argyll and Bute Third Sector Interface Sample Code of Conduct**

Trustees\* of the XXXX organisation have a duty to:

1. Accept the responsibilities of their position, and to act at all times in the best interests of XXXX organisation, ahead of any other professional or personal interest. They should at all times consider what is best for the organisation and its beneficiaries, and avoid bringing XXXX organisation into disrepute.
2. Be familiar with the organisation's governing document and act in accordance with its terms and any relevant legislation.
3. Have an up-to-date knowledge of XXXX organisation, its values and principles, and its operating environment.
4. Manage conflicts of interest effectively. Declare any and all relevant interests on appointment and during meetings of the Board.
5. Respect confidentiality, and work considerately and respectfully with all, respecting diversity, different roles and opinions, and avoid giving offence.
6. Prepare fully for, and attend meetings. Actively engage in discussion and debate at meetings, listening carefully, challenging sensitively, and avoiding conflict. Act collectively at meetings and accept a majority decision.

\*Whilst the term trustee has been used in this sample, other terms such as committee member, director, etc. can also be used

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