

Our code of conduct - Fairburn Memorial Hall

It is the responsibility of member/trustee

- Act within the governing document (constitution) and the law – being aware of the contents of the and how it applies to Fairburn Memorial Hall SCIO
- Act in the best interest of Fairburn Memorial Hall SCIO as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing Fairburn Memorial Hall SCIO into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for Fairburn Memorial Hall SCIO, its board and the individuals involved with it.
- Have a sound and up-to-date knowledge of the business of Fairburn Memorial Hall SCIO and its environment understanding how Fairburn Memorial Hall SCIO works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
- Collaborate with others in between meetings to bring actions to a timely close and prepare information for decision making at meetings
- Prepare fully for meetings and all work for Fairburn Memorial Hall SCIO – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

This section is for Trustees only

Governance

I will actively contribute towards improving the governance of the trustee board, participating in keeping introduction information updated and sharing ideas for improvement with the board.

I will help to identify good candidates for being a member/trusteeship at Fairburn Memorial Hall SCIO and, with my fellow trustees will appoint new trustees in accordance with agreed selection criteria.

Leaving the board

When I wish to cease being a trustee or member of Fairburn Memorial Hall SCIO at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

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Everyone is expected to honour the content and spirit of this code 😊

Signed

Name

Date