



Paisley and District u3a

Committee Member - Code of Conduct

Introduction

Committee Members are responsible for the general control and management of the administration of their unincorporated associations and they carry out these functions within the context of the legal framework i.e. the constitution. As a body they are collectively or corporately responsible for all the activities of the association and are expected to act together as a committee to realise its purposes.

A Committee Member Code of Conduct is an agreement between the organisation and the individual committee member which spells out the standards of behaviour expected from Committee Members.

Purpose

This Committee Member Code of Conduct outlines the expected standard of behaviour from Committee Members in performance of their role.

Scope

Relevant to all u3as in Scotland not registered with OSCR (Office of the Scottish Charity Regulator).

Committee Member Code of Conduct

- Committee Members are expected to know, follow and promote the Principles of the u3a movement (refer to u3a Guiding Principles) at every opportunity.
- Committee Members must always act in the best interests of Paisley and District u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring Paisley and District u3a or the u3a movement into disrepute.
- Committee Members are expected to use Paisley and District u3a's resources responsibly and in accordance with its stated objects/purposes.
- Committee Members are expected to reflect the current organisational policy of Paisley and District u3a, regardless of whether it conflicts with their personal views.
- Committee Members are expected to abide by Paisley and District u3a's governance procedures and practices.

- Committee Members must never derive any pecuniary benefit from being a Committee Member and must notify the Chair of any gifts received.
- Committee Members should inform the Chair before accepting an invitation to speak on behalf of the u3a.
- Committee Members are expected to treat fellow Committee Members courteously at all times and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.

Committee meetings

Committee Members are expected to study the agenda and all supporting papers prior to the meeting and strive to attend all meetings.

Conflict of Interest

Committee Members must declare a conflict or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity. The Chair will then decide whether to exclude the Committee Member from a particular item or even from the whole meeting. In the event that the Chair has a conflict of interest, then the committee should request the Vice Chair to rule on the matter.

Power to make decisions

This rests solely with the Committee as a body and decisions can only be taken as a result of a majority vote in favour by those members of the Committee present at the time. No Committee Member has the authority to act in isolation.

Confidentiality

In order that all Committee Members feel comfortable expressing their views and ideas it is essential that everybody maintains confidentiality outside the Committee.

The decisions made by the Committee are minuted and, once approved, should be made available on request to members. Care must therefore be taken to ensure confidentiality is maintained.

Corporate responsibility

No matter what individual Committee Member's opinions or voting choices are, once an item is approved by the Committee, all Committee Members must accept it as decisive and final and not comment further outside the Committee environment.

Newly elected Committee Members should be asked to confirm their acceptance of the Code of Conduct. Their acceptance should be minuted.



u3a	Paisley and District u3a
Trustee Code of Conduct Scotland	
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