



## **Trustees' Code of Conduct**

### **It is the responsibility of JCLLC Trustees to:**

- Be aware of and act within the governing document (JCLLC-CIC articles) and UK law as it applies to JCLLC
- Act in the best interest of JCLLC as a whole, considering what is best for the organisation and its members.
- Avoid bringing JCLLC into disrepute.
- Register, declare and resolve any conflicts of interest.
- Not gain materially from being a JCLLC Trustee.
- Respect individual confidentiality.
- Attend meetings and other appointments unless unavoidably prevented.
- Prepare fully for meetings and all work for JCLLC.
- Actively and courteously engage in discussion, debate and voting in meetings.
- Accept and support a majority decision.
- Make decisions collectively, stand by them and do not act individually unless specifically authorised to do so.
- Honour the content and spirit of this code

### **Resignation of Trustees**

A Trustee who wishes to resign at any time will inform the Chair in writing

Substantial breach of any part of this code may result in a Trustee being asked to resign. Such a request will require a majority decision of all Trustees entitled to vote, the Trustee in question having been given the opportunity to be heard.

If a Trustee, having been asked to resign, declines to do so, an extraordinary general meeting of members will be called to consider the matter.

Author : JCLLC Directors

Adapted from Small Charities' Model Code of Conduct for Trustees

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