



Role Description and Code of Conduct for Trustees of Camcycle

Reviewed by Trustees: 09/04/2020

The purpose of the role of Trustee is to participate in the governance of Camcycle and to oversee and support the work of the Executive Director and the staff of the organisation.

Key responsibilities are:

- Determining Camcycle's strategy.
- Monitoring progress and performance against Camcycle's aims and objectives.
- Ensuring that there are sufficient resources for Camcycle to pursue its goals and implement its policies.
- Evaluating the risks to, and opportunities for the organisation.
- Supporting and monitoring the work of staff and ensuring their wellbeing is of high priority.
- Acting in the best interests of the organisation and not acting in a way which would bring the reputation of Camcycle into disrepute.
- Having sound and up-to-date knowledge of Camcycle, understanding how it works and the environment with which it operates.

As a Trustee you are expected to:

- Attend all Trustee meetings including a budget meeting and any emergency general meetings given reasonable notice. If unable to attend this must be agreed with other trustees by prior arrangement.
- Attend other relevant meetings from time to time to support Executive Director and staff.
- Work on specific issues or projects from time to time as agreed depending on your specialist skills or interests.
- Read papers prior to each Trustee meeting, querying anything not understood and prepare to comment at the meeting.
- Actively engage in discussion, debate and voting in Trustee meetings: contribute positively, listen carefully and respectfully, challenge sensitively. Respect and encourage diversity.
- Act jointly and accept majority decision, making decisions collectively and standing by them.
- Read and respond to emails and communications from other trustees and staff and volunteers.
- Manage conflicts of interest effectively- registering, declaring and resolving conflicts of interest.
- Comply with the charity commission governance code.

<https://www.charitygovernancecode.org/en>

The Trustee role is voluntary and unpaid but reasonable expenses are reimbursed.

I agree to honour the content and spirit of this code.

Signed:

Name:

Date: