

## **Trustee Code of Conduct**

In order to maintain the culture and team spirit of the Board as well as to ensure compliance with legal guidelines, it is appropriate to ask Trustees to accept the code of conduct below in everything that they do for the charity. Confirmation of this acceptance will be requested when signing the Declaration of Willingness.

It is the responsibility of Board Members to:

- Act within the governing document and the law – being aware of the contents of the Charity's governing document and the law as it applies to CGD Society. Training will be given to explain this.
- Act in an open and transparent way with relevant persons in relation to the provision of our services.
- Act in the best interest of CGD Society as a whole – considering what is best for the charity and its beneficiaries and avoiding bringing CGDS into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest and loyalty. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for CGDS, its Board and the individuals involved with it.
- Have a basic knowledge of CGD and its impact – engage with our membership and staff to appreciate the current environment for CGD and rare diseases in general.
- Attend Board meetings or give apologies – 3 consecutive absences without good reason could result in dismissal from the Board.
- Prepare fully for meetings and all work for CGDS – 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.
- Acknowledge the challenges of charity management and ensure that success is celebrated within a constructive culture of change that can adapt to deal with new obstacles as they arise.

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