

## Trustee Code of Conduct

### 1. Introduction

This Code of Conduct sets out the behavioural expectations that Northern Baptist Association (NBA) has of all those who are engaged in providing leadership to NBA at Council level. It is based on the premise that NBA is a faith-based professional organisation and expects the conduct of all those engaged in its governance to reflect this. The Code of Conduct should be read in conjunction with other related policies and procedures approved by the Council.

NBA expects those in a leadership role to be prayerful, mission-minded women and men, committed to the Baptist way of being church and upholding NBA's values: Centred on Mission, Creative in Approach, Relational at the Core, Spirit-Led in Practice, Committed to Justice, Seeking Well-being.

### 2. General

- I will act within the governing document of NBA and the law and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Articles of Association and relevant policies and procedures.
- I will support the objects and mission of NBA, championing it, using any skills or knowledge I have, to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to the NBA and seeking to do what additional work I can outside trustee meetings, including sitting on working groups.
- I will respect organisational, council and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of NBA and its environment. This will include an understanding of how NBA operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use NBA's resources responsibly, and when claiming expenses, will do so in line with NBA procedures.
- I will seek to be accountable for my actions as a trustee of NBA and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that NBA is well run and will raise issues and questions in an appropriate and sensitive way to ensure this is the case.

### 3. Managing Interests

- I will not gain materially or financially from my involvement with NBA unless specifically authorised to do so.
- I will act in the best interests of NBA as a whole, and not as a representative of any group – considering what is best for NBA and its present and future beneficiaries and avoiding bringing NBA into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interest of the organisation. Where there is a conflict of interest, I will ensure that this is managed effectively in line with NBA's Conflict of Interest policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.
- I will not accept hospitality which could be interpreted as a way of exerting improper influence over the way I carry out my duties as a Trustee. Nor offer hospitality to others on behalf of NBA without proper authority.
- I will ensure that I exercise fairness and impartiality when dealing with consultants, suppliers, contractors and sub-contractors in the awarding of contracts. I understand that contracts

must be awarded on merit and, where appropriate, by fair competition, with no special favour shown to any business with which I or my family have personal or professional connection.

#### 4. Meetings

- I will attend all council meetings, council away days and events organised by NBA which are relevant to the duties of an NBA trustee or give my apologies.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision- making, accept a majority decision of the Council and will not act individually unless specifically authorised to do so.

#### 5. Governance

- I will actively contribute towards improving the governance of the Council, participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship of NBA and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.
- I will report immediately to the Moderator any conviction of a criminal offence, (other than minor driving matters). I understand that this may have a bearing on my ability to continue in a governance role within NBA.

#### 6. Relations with Others

- I will endeavour to work considerately and respectfully with all those I come into contact with at NBA.
- I will respect diversity, different roles and boundaries, and avoid giving offence. I recognise that the roles of trustees, volunteers and staff of NBA are different and I will seek to understand and respect the difference between these roles. Where I also volunteer within the organisation, I will maintain the separation of my role as a trustee and as a volunteer.
- I will seek to support and encourage all those I come into contact with at NBA. In particular, I recognise my responsibility to support the Regional Ministry Team.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about NBA will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
- I will ensure that any concerns relating to the performance of a staff member will be raised at Council meetings in a respectful and constructive manner.

#### 7. Leaving the Council

I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the NBA Council. Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from Council I will accept the majority decision of the council in this matter and resign at the earliest opportunity.

If I wish to cease being a trustee of NBA at any time, I will inform the Moderator in advance in writing, stating my reasons for leaving.