



Committee Member Code of Conduct

Purpose

The Code of Conduct is an agreement between Worcester u3a and individual Committee members which clarifies the standard of behaviour expected in the performance of their role and should be read in conjunction with the Trustee Responsibilities document prepared by the Third Age Trust [Trustee Responsibilities](#) (for the current version refer to the [advice pages of the Third Age Trust](#).)

Code of Conduct

Legal responsibilities:

- All Committee members must satisfy the requirements of the Charity Commission for being Trustees and complete the form, Charity Commission: declaration of eligibility and responsibility.
- Committee members should make themselves aware of guidance from the Charity Commission and must comply with Charity and other applicable laws.
- Committee members or their close family must never derive any pecuniary benefit from being a Committee member (including benefits in kind) and should notify the Chair of any gifts received.
- Committee members must use Worcester u3a's resources responsibly and only to further its stated charitable purpose.
- Organisational, Committee and individual confidentiality must be respected at all times.

Committee responsibilities:

- Committee members are expected to know, follow and promote the principles of the u3a movement.
- Committee members are expected always to act in the best interests of Worcester u3a and the u3a movement, to strive to uphold its reputation and not do anything which could bring Worcester u3a or the u3a movement into disrepute or expose it to undue risk.
- Committee members are expected to reflect the current organisational policy of Worcester u3a and abide by Worcester u3a's governance procedures and practices, regardless of whether this conflicts with their personal views.
- Worcester u3a Committee members are expected to work together as a team and are collectively responsible for the management and administration of Worcester u3a.
- Committee members are expected always to treat fellow members courteously and maintain a respectful attitude towards the opinions of others.
- Committee members are expected to inform the Chair before accepting an invitation to speak on behalf of the u3a.

This Code of Conduct is to be reviewed by the Committee at least once every three years.

Approved by the Committee: 14 December 2022

Reviewed: 14th December 2025