



## BATTLEFIELDS TRUST - TRUSTEE CODE OF CONDUCT

***Introductory note:** The Trustees are elected by Trust Members to collectively manage the Trust on their behalf, reporting formally to Members through the Annual General Meeting and the Trustees' Annual Report and Financial Statements presented at it. As the Battlefields Trust is both a Registered Charity and a Company Limited by Guarantee, the term "Trustee" in this document means the combined role of charity trustee and company director.*

### **Core trustee duties**

1. To ensure that the Battlefields Trust acts in accordance with its governing document (Articles of Association) and complies with charity and company law and any other relevant legislation or regulation.
2. To use the Trust's resources responsibly and ensure the Trust operates in a way that ensures its resources are used in pursuance of its objects and meets the public benefit requirement.
3. To act at all times in the best interests of the Trust and its beneficiaries and to be aware of and comply with the Trust's policy on managing and declaring conflicts of interest.
4. To be responsible for the strategic direction of the Trust and formulate, approve and review the strategic goals and policies through which the Trust pursues its objectives. To regularly evaluate effectiveness in achieving these objectives.
5. To have overall responsibility for the operation of the Trust and the management of its resources including financial and asset management, employment of staff, performance monitoring and the assessment and management of risk. (Delegating specific functions to sub-committees or individuals as thought fit by the Board of Trustees).
6. To promote the Trust's success, securing and maintaining the resources and capacity needed to support the Trust's future sustainability. To plan for the election of successive Trustees and the required balance of skills and knowledge on the Board and to ensure appropriate induction and training for new trustees.
7. To be accountable for the activities of the Trust to its members, funders, regulators and other stakeholders.

8. To ensure that decisions are taken with the benefit of adequate information and due consideration, taking professional advice if necessary.
9. To be aware of relevant codes of good practice including:

Charity Commission document CC3 - "The essential Trustee"  
Charity Governance Code (2017)

### **Trustee responsibilities**

10. To act in good faith, be committed to the Trust's objectives and values and uphold and safeguard its reputation.
11. To keep aware and informed about the Trust and its activities and the wider environment in which it operates. To understand the Trust's operational structure and recognise the varying roles of Trustees, Volunteers, Staff and Members within it.
12. To be familiar with the Trust's governing document and follow agreed policies, rules and procedures.
13. To actively contribute to Trust business by regular engagement in Trust meetings and events and making personal skills experience and knowledge available within the Trust. To seek advice if needed and be prepared to raise issues or challenge if it is in the interests of the best management of the Trust.
14. To undertake any other duty agreed from time to time by the Board.
15. To maintain confidentiality as required.
16. To exercise independent judgement, reasonable care, skill and diligence in carrying out Trustee duties.
17. To observe the recognised Nolan Principles of Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Board of Trustees  
7 October 2017