



## **Lothians Conservation Volunteers**

# **Lothians Conservation Volunteers: Code of Conduct<sup>1</sup>**

It is the responsibility of committee members and trustees to:

- Act within the governing document and the law – being aware of the contents of the organisation’s governing document and the law as it applies to LCV.
- Act in the best interest of LCV as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing LCV into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest and not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for LCV, its board and the individuals involved with it.
- Have a sound and up-to-date knowledge of LCV and its environment – understanding how LCV works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
- Prepare fully for meetings and all work for LCV – 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.

Trustees are expected to honour the content and spirit of this code.

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<sup>1</sup> This Code of Conduct is based on that suggested by the Small Charities Coalition in Appendix One of their 2008 publication, “Codes of Conduct for Trustees”.

This is currently available at:

[http://www.smallcharities.org.uk/fileadmin/user/files\\_documents/CodesofConductforTrustees-CTNbooklet.pdf](http://www.smallcharities.org.uk/fileadmin/user/files_documents/CodesofConductforTrustees-CTNbooklet.pdf))