



# The Scottish Beekeepers' Association The

The Scottish Beekeepers Association is a Scottish Charitable Incorporated Organisation, registered in Scotland, number SC009345.

## Trustees' Code of Conduct

**Note: this document contains 2 pages**

### Introduction

The purpose of this code of conduct is to provide trustees with clear guidelines as to their standard of behaviour, responsibilities, and best practice in fulfilling their obligations to The Scottish Beekeepers' Association (SCIO)(the SBA).

This document should be read in conjunction with the trustee role descriptions and the constitution, prior to completing the charity's declaration of interests form.

### General

- 1 Trustees should familiarise themselves with the seven Nolan Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), and act in accordance with them.
- 2 Trustees must have a good understanding of, and be sympathetic with, the aims and objects of the SBA and act in accordance with the constitution at all times.
- 3 Trustees must act and make decisions in the best interests of the SBA and its present and future beneficiaries.
- 4 Trustees should do their best to avoid conflicts of interest, and complete the trustees' declaration of interests form. Where they do find themselves in conflict, trustees should declare that fact and not take part in any relevant decision making, in accordance with the constitution.
- 5 Where assistance and advice is required for the trustees to be able to make the most appropriate decision affecting the SBA, that assistance/advice should be sought from an appropriate source (e.g. Charity Commission, or professional adviser) and considered carefully.
- 6 Trustees must play an active role in trustee board meetings, having spent due time preparing and reading board papers in preparation for meetings. A regular attendance at meetings is required of trustees to ensure that best practice in governance is reached and maintained, in accordance with the requirements in the constitution.
- 7 Trustees must not receive any financial or non-financial benefit that is not explicitly authorised by the governing document or the Charity Commission. Trustees should not exert any influence to garner any preferential treatment for themselves or their family, or other connected persons.
- 8 Trustees are jointly and severally liable for their decisions, therefore decisions should be taken together, as a team, recorded accurately in the minutes, and communicated to members, staff, beneficiaries and funders in a unified manner.

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[www.scottishbeekeepers.org.uk](http://www.scottishbeekeepers.org.uk)

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9 Trustees are accountable to a range of interested parties for their actions and as such, decision-making and governance issues should be as transparent as possible, except when confidentiality is required.

10 Should a trustee feel they require further guidance or training in their role, it is their responsibility to inform the General Secretary, and in liaison with the General Secretary to develop opportunities for training on an individual or group basis.

11 Any information of a confidential nature must remain so outside the confines of the trustee meeting.

12 Trustees must sign any declarations required by OSCR and HMRC.

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