

Extra Mile : Trustees' Code of Practice

This code sets out the relevant standards and commitments expected of trustees of the Extra Mile charity.

The purpose of this Code of Practice is to ensure consistent application of the values and ethos of Extra Mile by all trustees.

The Code

General

1. Trustees must act with probity, due prudence and should take and consider professional advice on anything in which the trustees do not have expertise themselves.
2. Except where legally authorised, trustees must not gain financial or other material benefit for themselves, their families or their friends from Extra Mile.
3. A trustee must not place him/herself under any financial or other obligation to outside individual organisations that might influence him/her in the performance of his/her official duties.
4. Trustees should conduct themselves in a way which does not damage or undermine the reputation of Extra Mile or its staff individually or collectively and should not take part in any activity which is in conflict with the objectives of Extra Mile or which might damage the reputation of Extra Mile.
5. Trustees must take joint responsibility for decisions taken included any determined by a nominated sub-committee.
6. Trustees who are part of a nominated sub-committee must take all reasonable steps to ensure that other trustees are kept fully up-to-date with information upon which decisions may be taken.

Responsibilities

7. Trustees must, with the help of any officers of the charity, formulate and review regularly the vision, strategic objectives and plans of Extra Mile.
8. Trustees must ensure, with professional advice where appropriate, that Extra Mile complies with all statutory and regulatory requirements, both in the UK and in Sierra Leone, and must exercise overall control over Extra Mile's financial affairs.
9. Trustees must be familiar with, and regularly review, the policies and procedures of Extra Mile and any regulatory documentation.
10. Trustees must annually review Extra Mile's performance against its vision and objectives and any performance indicators set.

Trustee Meetings

11. Trustees must try to attend all meetings regularly.
12. Trustees must bring a fair and open-minded view to all discussions and should ensure that all decisions are made in Extra Mile's best interests and the interests of the poor and vulnerable children of Goderich, Sierra Leone.

Trustees' agreement

- I will do my best to attend all appropriate meetings and other appointments at Extra Mile or give 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 any voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflicts and discussing differences of opinion in a considerate manner.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically instructed to do so.

Governance

- I will actively contribute towards improving the governance of the board of trustees, participating in induction and training and sharing ideas for improvement with the board.
- I will help to identify good candidates for trusteeship at Extra Mile and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

Relationships with others

- I will endeavour to work considerately, respectfully and constructively with all those I come into contact with at Extra Mile. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustee, governors, volunteers and staff of Extra Mile are different, and I will seek to understand and respect the differences between these roles. Where I also volunteer with the organisation I will maintain where appropriate 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 Extra Mile. In particular I recognise my responsibility to support officers of the board and senior staff members.
- I will not make public comments about the organisation unless I am authorised to do so. Any public comments I make about Extra Mile will be considered and in line with organisational policy, whether I make them as a trustee or as an individual.

Leaving the Board

- 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 trustee board.
- Should this happen I will be given the opportunity to be heard.
- If I wish to cease being a trustee of Extra Mile at any time, I will inform the chair in advance in writing.

Signed

Printed name.....

Date