



Registered Charity Number 1148256

Your Voice, Your Connections

[www.shropshire-disability.net](http://www.shropshire-disability.net)

Email: [secretary@shropshire-disability.net](mailto:secretary@shropshire-disability.net)

## Shropshire Disability Network Trustees Code of Conduct

### Purpose

The purpose of this code of conduct is to provide our trustees with clear guidelines as to their standard of behaviour, responsibilities, and the best practice in fulfilling their obligations to Shropshire Disability Network (SDN).

### General

- Trustees must have a good understanding of, and be sympathetic with, the aims and objects of SDN and act in accordance with this code of conduct, at all times.
- Trustees must act and make decisions in the best interests of SDN present and future beneficiaries.
- Where professional assistance is required for the trustees to be able to make the most appropriate decision affecting SDN, that assistance should be sought and considered carefully.
- Trustees must not receive any financial or non-financial benefit that is not explicitly authorised. Trustees should not exert any influence to gain any preferential treatment for themselves or their family (refer to conflict of interest policy).
- Trustees are jointly and individually liable for their decisions; therefore, decisions should be taken together and communicated in a unified manner.
- Trustees are accountable to stakeholders for their actions and as such decision-making and governance issues should be as



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transparent as possible, except for when confidentiality is required.

- Trustees should be prepared to spend an appropriate amount of time reading the papers and preparing for board meetings. A minimum attendance of 75% meetings is required of trustees to ensure that best practice in governance is reached and maintained. In exceptional circumstances Trustees can request from the Chair “leave of absence” for an agreed period. As a duty of care to all Trustees, if this is not requested, but is recognised by the Chair, ‘Time Out’ will be offered to a Trustee.
- Should a trustee feel that they require further guidance of training in their role, they have a duty to inform SDN’s Chair.
- Any information of a confidential nature must remain so outside the confines of the trustee meeting.

Name of Trustee	Signature of Trustee	Date

**This code of conduct must be signed by each Trustee  
(On joining and each year after or at the AGM when appointed)  
A copy will be stored by the Secretary and a copy given to the  
relevant Trustee.**