

# **COMMUNITY ORCHARD GREENSIDE TRUSTEE CODE OF CONDUCT POLICY**

All Members of the Board of Trustees will adhere to the following

- Strive to attend all meetings, sending apologies to the Chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and any relevant emails in advance.
- Talk to the Chair before the meeting if you need to clarify anything.
- Arrive on time and stay until the end of the meeting.
- Participate fully in the meeting:
  1. Listen to what others have to say and keep an open mind.
  2. Contribute positively to the discussions.
  3. Try to be concise and avoid long winded explanations.
- Help others concentrate on the meeting and discourage side conversations.
- Have the best interests of COG and its beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in meetings.
- Fulfil any responsibilities assigned to you at meetings and be prepared to report back on your progress at the timescale agreed.
- Any Trustee who fails to attend three consecutive meetings without notice and/or explanation may be asked to resign from the Board.

Policy adopted at COG meeting held on:

Signed:

Chair of the Board of Trustees