



ALCONBURY RECREATION FIELD CHARITY (ARFC)

TRUSTEE CODE OF CONDUCT

Purpose

This Code of Conduct sets out the standards of behaviour expected of all trustees of the ARFC. It aims to ensure that trustees work together effectively, uphold the highest standards of governance, and act in the best interests of the charity and its beneficiaries at all times.

As stewards of a community facility and charitable assets, trustees recognise their collective responsibility to act with integrity, transparency, and accountability to the public.

1. General Principles

ARFC Trustees agree to uphold the following:

- 1. Act in the Best Interests of the Charity**
 - Place the interests of the ARFC and its beneficiaries above personal interests.
 - Comply with all relevant laws, the charity's governing document, and guidance from the Charity Commission.
- 2. Respect and Integrity**
 - Treat fellow ARFC trustees, staff, volunteers, and hirers of ARFC facilities with courtesy, respect, and professionalism.
 - Listen to and value different perspectives, fostering a culture of constructive discussion.
 - Uphold ARFC's commitment to equality, diversity, inclusion, and safeguarding
- 3. Collective Responsibility**
 - Accept and support the decisions of the board, even if they personally disagreed during discussions.
 - Avoid actions or communications that could undermine the collective decisions or damage ARFC's reputation.
- 4. Confidentiality**
 - Respect the confidentiality of board discussions and any sensitive information obtained as a trustee.
 - Only share information outside the board when authorised or legally required.
- 5. Transparency and Accountability**

- Declare any conflicts of interest promptly and follow the agreed procedure for managing them.
- Recognise that conflicts may include involvement with the ASSC, affiliated clubs, or facility hirers.
- Avoid using their position as a trustee for personal gain or advantage.

6. Learning and Development

- Participate in induction, training, and policy reviews to maintain awareness of trustee duties and good governance practices.

2. Board Conduct and Meetings

Trustees will:

- Attend meetings regularly and prepare by reading papers in advance.
- Participate actively and constructively in discussions and decision-making.
- Respect the role of the Chair in ensuring meetings are conducted effectively and fairly.
- Accept that decisions are made collectively and support board unity outside the meeting.

3. Upholding the Charity's Reputation

Trustees will:

- Act as ambassadors for the AFRC, reflecting its values in all public and private interactions related to their role.
- Avoid any behaviour or actions that could bring the ARFC into disrepute.

4. Compliance and Governance

Trustees will:

Comply with all ARFC policies and procedures, including:

- Safeguarding (Children and Adults)
- Financial Controls
- Equality, Diversity & Inclusion
- Health & Safety
- Conflict of Interest

Ensure ARFC's assets and facilities are used responsibly

5. Breach of the Code

If a trustee breaches this Code of Conduct:

- The Chair (or the board) will address the matter promptly and fairly.

- Repeated or serious breaches may lead to formal action, including removal as a trustee, in accordance with the charity's governing document and the law.
- All actions will be recorded and handled confidentially.

Acknowledgement

By signing below, I confirm that I have read and understood this Trustee Code of Conduct and agree to abide by it during my tenure as a trustee of Alconbury Recreation Field Charity.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley