



## **OUR VALUES**

As a charitable Trustee and Management Committee Member of CADA NI I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows:

### **Accountability**

Everything CADA NI does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, government and the courts.

### **Integrity and honesty**

These will be the hallmarks of all conduct when dealing with colleagues within CADA NI and equally when dealing with individuals and institutions outside it.

### **Transparency**

CADA NI strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and government.

Additionally, I agree to the following points.

### **Law, mission, policies**

- I will act within the governing document of CADA NI and abide by the policies and procedures of the organisation.
- I will not break the law or go against charity regulations in any aspect of my role of Trustee.
- I will support the objects and mission of CADA NI and act as their guardian and champion.
- I will develop and maintain an up-to-date knowledge of CADA NI and its environment

## **CONFLICTS OF INTEREST**

- I will always strive to act in the best interests of the organisation as a whole and not as a representative of any individual organisation, considering what is best for CADA NI and its present and future beneficiaries.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest as soon as it arises.
- I will submit to the judgment of the Management Committee and do as it requires regarding potential conflicts of interest.

## **PERSON TO PERSON**

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships.
- Where I also volunteer with the organisation, I will maintain the separation of my role as a trustee and as a volunteer.

## **PROTECTING CADA NI'S REPUTATION**

- I will not make public comments about the organisation unless authorised to do so.
- Any public comments I make about CADA NI will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational opinion, decision making and/or policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, Management Committee and individual confidentiality.

## **PERSONAL GAIN**

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will use organisational resources responsibly. I will document any expenses I incur as a trustee and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without the prior consent of the Chair.

## **IN MANAGEMENT COMMITTEE MEETINGS**

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by CADA NI.
- I accept my responsibility to ensure that CADA NI is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will abide by CADA NI governance procedures and practices.
- I will strive to attend all Management Committee meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

- All decision making will be based on consensus, however if this is not possible I will accept a majority committee vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the Management Committee unless authorised by the Chair or Committee to speak of it.

### **ENHANCING GOVERNANCE**

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve governance and organisational practice.
- I will strive to identify good candidates for trusteeship and actively engage in Committee succession planning.
- I will support the Chair in his/her efforts to ensure good Committee leadership. .

### **LEAVING THE MANAGEMENT COMMITTEE**

- I understand that substantial breach of any part of this code may result in my removal from the trustee Management Committee.
- Should procedures be put in motion that may result in my being asked to resign from the Management Committee, I will be given the opportunity to be heard. In the event that I am asked to resign from the Management Committee, I will accept the majority decision of the Management Committee and resign at the earliest opportunity.
- Should I resign from the Management Committee I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date: