

Code of Practice for JRCT Trustees

This code sets out the relevant standards and commitments expected of trustees of JRCT. Trustees are expected to honour the content and spirit of this code.

[TRUSTEE RESPONSIBILITIES] As a JRCT Trustee, I accept my responsibility to:

Act within the governing document (Trust Deed) and the law – being aware of the contents of the organisation’s governing document (Trust Deed) and the law as it applies to JRCT.

Act in the best interests of the organisation as a whole – considering what is best for the organisation and its grantees and avoiding bringing it into disrepute.

Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.

Respect confidentiality – Confidential information (relating to staff, operations etc.) provided to or discussed at a trustee meeting must remain confidential, within the confines of the meeting.

Have a sound knowledge of the organisation and its environment – understanding how the organisation works and the environment within which it operates.

Attend meetings and other appointments or give apologies – participating in discussion and decision-making processes.

Prepare fully for meetings - ‘Come with hearts and minds prepared’ – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.

Actively engage in respectful discussion in meetings – contributing, speaking when led to, actively listening and allowing space for others to be heard.

Act jointly and accept the process of discernment – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.

Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

[QUAKER DECISION-MAKING PRACTICE] Beyond consensus

Quaker business method, or Quaker discernment, is based in the knowledge that everyone has equal access to spiritual truth and that no-one person is given the whole truth. So, Quakers try to approach decision-making with an openness to guidance, a careful listening to others and a willingness to recognise that they may be mistaken. A decision reached in unity is acted upon, although can be reconsidered as new information or consequences come to light. Our decision-making about how we distribute the Trust’s funds is currently and historically rooted in the Quaker Testimonies to Truth and Integrity, Peace and Non-violence, Simplicity, Equality, Community and the Integrity of all Creation. Every participant carries a responsibility for the process and their contribution

[LEGAL RESPONSIBILITIES] In acceptance of this code of practice:

- I understand that a failure to declare a conflict of interest as per JRCT’s conflict of interest policy may be considered to be a breach of this code.
- When processing personal information on behalf of the Trust, I will do so in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018 (together “Data Protection Law”). I will also adhere to the JRCT Data Protection Policy.

- I will actively contribute towards improving the governance/working practice of the trustee board, participating in induction and training and sharing ideas for improvement.
- I will help to identify good candidates for trusteeship at the Trust and, with my fellow trustees, will appoint new trustees in accordance with pre-agreed selection criteria.
- I understand my role and legal responsibilities and have read and understood the Charity Commissions guidance [The Essential Trustee \(CC3\)](#) and the Trust Deed.

[TRUSTEE-STAFF RESPONSIBILITIES] As a trustee of JRCT, I will:

- Ensure there is a clear understanding of the scope of authority delegated to the chief executive.
- Act fairly and in accordance with best practice principles in making decisions affecting the appointment, recruitment, appraisal and management of the chief executive and other senior staff.
- Understand and accept the difference in roles between the board, the chief executive and SLT.
- Strive not to undermine the chief executive or SLT by word or action.

[BREACH CLAUSE] Leaving the Board

- I understand that a substantial breach of any part of this code may result in me being asked to resign from the trustee board. Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the decision of the board in this matter and resign at a mutually agreed point.
- If I wish to cease being a trustee of the Trust at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

[TRUST RESPONSIBILITIES] JRCT will:

- Provide trustees with timely and relevant information.
- Provide trustees with advice when necessary, ensuring that external professional advisors are available as and when needed.
- Work in partnership with trustees to ensure that it fulfils all its statutory and legal responsibilities.
- Provide trustees with the necessary administrative, pastoral and other support that they may need to govern well.
- Provide a structured induction programme for all new trustees.
- Provide trustees with opportunities for continuous learning, training and development.
- Reimburse expenses incurred in the course of their duties in line with the Trustee Expenses and Loss of Earnings Policies.

Signed.....

Name.....