



CODE OF CONDUCT

Trustee

Summary

The purpose of a code of conduct is to provide a structure for the responsibilities and expectations of the trustees to help avoid or address problems.

Contents

Our values	2
Accountability	2
Integrity and honesty.....	2
Transparency.....	2
Law, mission, policies	2
Conflicts of interest.....	2
Person to person.....	3
Protecting the organisation’s reputation	3
Personal gain	3
In the boardroom	3
Enhancing governance.....	4
Leaving the board	4

As a trustee of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows.

Our values

Accountability

Everything Playcentre does will be able to stand the test of scrutiny by our members, staff, and the public and external stakeholders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa and equally when dealing with individuals and institutions outside it.

Transparency

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa strives to maintain an atmosphere of openness throughout the organisation to promote confidence of our members, staff, and the public and external stakeholders, Parliament and the courts.

Additionally, I agree to the following points.

Law, mission, policies

1. I will act within the governing document of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa and abide by the policies and procedures of the organisation.
2. I will not break the law or go against charity regulations in any aspect of my role of trustee.
3. I will support the objects and mission of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa and act as the guardian and champion.
4. I will develop and maintain an up-to-date knowledge of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa and its environment.

Conflicts of interest

1. I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa and its present and future members.
2. 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.
3. I will submit to the judgment of the trustee board and do as it requires regarding potential conflicts of interest.

Person to person

1. 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 within my role as trustee.
2. I will strive to establish respectful, collegial and courteous relationships.
3. Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.

Protecting the organisation's reputation

1. I will not make public comments about the organisation unless authorised to do so.
2. Any public comments I make about Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.
3. When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
4. When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
5. I will respect organisational, trustee board and individual confidentiality.

Personal gain

1. I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.
2. I will use organisational resources responsibly. I will document expenses and seek reimbursement according to procedure.
3. I will not accept gifts or hospitality without the prior consent of the Co-Presidents, or in the case of the Co-Presidents, the Trustee Board.

In the boardroom

1. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa.
2. I accept my responsibility to ensure that Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
3. I will abide by trustee board governance procedures and practices.
4. I will strive to attend all trustee board meetings, giving apologies ahead of time to the co-Presidents if unable to attend.

5. 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.
6. I will honour the authority of the Co-Presidents and respect their role as leaders.
7. I will engage in debate and decision-making in meetings according to procedure, maintaining a respectful attitude towards the opinions of others while making my voice heard.
8. I will accept a majority board vote on an issue as decisive and final.
9. I will maintain confidentiality about what goes on in the boardroom unless authorised by the Co-Presidents or trustee board to speak of it.

Enhancing governance

1. I will participate in induction, training and development activities for trustees.
2. I will continually seek ways to improve trustee board governance practice.
3. I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
4. I will support the Co-Presidents in their efforts to improve their leadership skills.
5. I will support the General Manager in his/her role and, with my fellow board members, seek development opportunities for him/her.

Leaving the board

1. I understand that substantial breach of any part of this code may result in my removal from the trustee board.
2. Should procedures be put in motion that may result in my being asked to resign from the board, 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 majority decision of the board and resign at the earliest opportunity.
3. Should I resign from the board I will inform the Co-Presidents in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date: