

The Military Vehicle Trust

MANAGERS & ADMINISTRATORS

CODE OF CONDUCT

Managers and Administrators of the Military Vehicle Trust include members of the Management Committee (Managers) and Area Administrators (Area Secretaries and Area Treasurers).

As a representative of the Military Vehicle Trust I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Military Vehicle Trust.

I accept my responsibility to ensure that the Military Vehicle Trust is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I promise to abide by my role description and the fundamental values that underpin all activities of this organisation. These are as follows.

Military Vehicle Trust values

Accountability

Everything the Military Vehicle Trust does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

Integrity and honesty

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

Transparency

The Military Vehicle Trust strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

Additionally, I agree to the following points.

Law, mission, policies

I will act within the governing document of the Military Vehicle Trust 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 as an officer.

I will support the objects and mission of the Military Vehicle Trust and act as their guardian and champion.

I will develop and maintain an up-to-date knowledge of the Military Vehicle Trust and its environment.

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Council of Management meetings

Managers and Area Administrators are required to attend Council of Management meetings either by rotation, request or invitation and I will strive to attend these meetings, giving apologies ahead of time to the chair if unable to attend.

I will abide by Council of Management governance procedures and practices.

I acknowledge that whilst I can contribute to Council of Management meetings I do not have voting rights and all decisions made are the responsibility of the trustees.

I will study the agenda and other information sent me in good time prior to any meeting and be prepared to debate 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 in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

I will accept a majority Council of Management vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in Council of Management meetings unless authorised by the chair to speak of it.

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 group, considering what is best for the Military Vehicle Trust 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 Council of Management 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, officers, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role.

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 an officer and as a volunteer.

Protecting the organisation's reputation

I will not make public comments about the organisation unless authorised to do so.

Any public comments I make about the Military Vehicle Trust will be considered and in line with organisational policy, whether I make them as an individual or as an officer.

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When I am speaking as an officer of this organisation, my comments will reflect current organisational 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, Council of Management and individual confidentiality.

Personal gain

I will not personally gain materially or financially from my role, unless specifically authorised to do so, 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 expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the chair of the Council of Management.

Enhancing governance

I will participate in induction, training and development activities for managers and administrators.

I will continually seek ways to improve organisational governance practice.

I will strive to identify good candidates for the Management Committee and Area Administration and propose appointment on the basis of merit.

I will support the chair of the Council of Management in his/her efforts to improve his/her leadership skills.

Leaving as a manager or area administrator

I understand that substantial breach of any part of this code may result in my removal as a manager or area administrator of the Military Vehicle Trust.

Should procedures be put in motion that may result in my being asked to resign, I will be given the opportunity to be heard by the Council of Management. In the event that I am asked to resign by the Council of Management, I will accept the majority decision of the Trustees and resign at the earliest opportunity.

Should I resign, I will inform the chair of the Military Vehicle Trust in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed:

Name:

Date: