

NFWI

**A Simple Code of Conduct for the Trustees of
..... Federation**



I will respect and uphold the values of the WI

The purpose of the WI is to:

- Encourage and enable women to enhance their lives and to play their part in the community through education and public questions
- Enable women to improve their lives and the lives of those around them
- Enable women to lead fulfilling lives and to be of value in the community and nationally by influencing policy/decision makers

I recognize that it is my responsibility as a federation trustee to:

- Act within the governing document and the law – being aware of the contents of the organization’s governing document and the law as it applies to the federation.
- Act in the best interest of the federation as a whole – considering what is best for the organization and its beneficiaries and avoiding bringing the federation into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest so not gaining materially or financially.
- Respect confidentiality – understanding what confidentiality means in practice for the federation, its board and the individuals involved with it.
- Seek to understand and respect the difference between the roles of trustees and federation staff.
- Have a sound and up-to-date knowledge of the federation and its environment – understanding how the federation works and the environment within which it operates.
- Attend meetings and other federation appointments or give apologies – considering other ways of engaging with the organization if regularly unable to attend trustee meetings.
- Prepare fully for meetings and all work for the federation – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – 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.

I will honour the content and spirit of this code.