**British Arts Festivals Association (BAFA)**

**Trustee Code of Conduct***2nd June 2021*

The directors of a charitable company are charity trustees and have duties under company law as well as charity law. The duties of charity trustees are well summarised in Charity Commission guidance which can be found at <https://www.gov.uk/government/organisations/charity-commission>.

The most important of these are summarised in the Charity Commission’s booklet ‘The Essential Trustee’ and 6 main duties.

**Trustee Eligibility**

All trustees must be at least 16 years old and properly appointed following the procedures and any restrictions in our governing documents.

Trustees will not be accepted on to the board if they are disqualified, unless authorised to do so by a waiver from the Commission. Reasons for disqualification include:

* Being bankrupt or having an individual voluntary arrangement
* Having an unspent conviction for certain offences (including any that involved dishonesty or deception)
* Being on the sex offenders’ register

**Ensure British Arts Festivals Association is carrying out its purposes for the public benefit**

All trustees must ensure that BAFA are carrying out the purposes for which it is set up. This means that as a trustee you should:

* Ensure you understand BAFA’s purpose as set out in our governing document
* Plan what BAFA will do and what you want it to achieve
* Explain how all of BAFA’s activities are intended to further or support its purposes
* Understand how BAFA benefits the public

**Comply with British Arts Festivals Association governing documents and the law**

As a trustee you must ensure that:

* BAFA complies with its governing document
* All trustees including yourself comply with charity law requirements

**Act in British Arts Festivals Association best interest**

As a trustee of BAFA you must:

* Decide with all BAFA trustees how best to carry out BAFA’s purposes
* Make balanced and informed decisions with BAFA trustees on behalf of the charity
* Avoid conflicts with personal interests or loyalty to any other body or organisation
* Not benefit from the charity unless it is properly authorised and is clearly in the charity’s interest; this includes anyone who is financially connected to you

**Manage British Arts Festivals Association resources responsibly**

You must ensure that:

* BAFA’s assets are only used to support or carry out its purposes
* BAFA’s assets are not exposed to beneficiaries or reputation to undue risk
* Special care is taken when investing or borrowing
* You are compliant with restrictions on spending funds

**Act with reasonable care and skill**

As a trustee of BAFA you:

* Must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
* Should give enough time, thought and energy to your role, for example by preparing for attending and actively participating in trustee meetings

**Ensure your charity is accountable**

As a trustee of BAFA you must comply with statutory accounting and reporting requirements and also:

* Be able to demonstrate that your charity is complying with the law, well run and effective
* Ensure appropriate accountability to members, if your charity has a membership separate from the trustees
* Ensure accountability within the charity, particularly when you delegate responsibility for particular tasks or decisions to staff or volunteers

*To be reviewed 2nd June 2022*