



Trinity Foundation (Trinity Development & Alumni)

Code of Practice for Trustees

This code sets out the relevant standards and commitments for trustees of Trinity Development and Alumni (TDA). The purpose of the Code of Practice is to ensure consistent application of the values and ethos of TDA.

Values

Trustees uphold the values which underpin all of the activities of TDA:

Integrity and Respect

Trustees are guided by a core commitment to integrity and respect. Trustees inspire and sustain trust with Trinity College, TDA, donors, regulators and other stakeholders by communicating honestly, engaging respectfully, and acting ethically.

Excellence and Creativity:

Trustees take pride in their roles and encourage creative thinking that can help TDA achieve its mission.

Collaboration and Shared Purpose and Pride:

Trustees build excellent relationships at every level with colleagues, the Trinity academic community, Trinity alumni and supporters. Trustees harness effort and energy from across TDA community and channel it towards achieving TDA's goals.



The Code

Responsibilities:

- Trustees act with probity, prudence and within the terms of the Trinity Foundation Trust Deed. Trustees may take professional advice where they deem it appropriate.
- Trustees act in the best interest of TDA - considering what is best for the organisation and its beneficiaries.
- Trustees comply with TDA’s *Conflict of Interest* policy by declaring and resolving conflicts of interest.
- Trustees do not gain financial or other material benefit for themselves, their families or their friends from Trinity Development & Alumni.
- Trustees do not place themselves under any obligation to outside individuals or organisations that might influence the performance of their roles as trustees.
- Trustees respect the confidentiality of all TDA meetings and associated documentation.
- Trustees maintain up-to-date knowledge of TDA and the environment within which it operates.
- Trustees, in so far as is possible, attend and participate fully in all scheduled meetings. Apologies are noted.
- Trustees bring an open mind to trustee deliberations so that decisions are made in TDA’s best interests.
- Trustees make decisions collectively, and act jointly. A majority decision is observed by all.
- Trustees respect the scope of authority delegated to the Director of Advancement. The trustees periodically review authority delegated to the Director of Advancement and approve new delegations as appropriate.
- Where a trustee has a concern about the performance of TDA or of its senior officers, it should be addressed with the Chair in the first instance.
- Where a trustee has a concern about possible financial irregularity in TDA this should be addressed with the Chair who will act in accordance with the University’s Fraud policy.
- Trustees shall, at least once every two years review of its performance and its terms of reference and shall report its conclusions and recommendations to the Provost.
- Trustees honour the content and spirit of this code.

Signed

Name

Date