

ICU Trustee Board Code of Conduct

1. Trustees of Imperial College Union should familiarise themselves with the “Nolan Principles” of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership, and act accordingly.
2. Trustees must have a good understanding of, and be sympathetic with, the aims and objects of the Union and act in accordance with the Constitution, Regulations and other applicable rules at all times.
3. Trustees must act and make decisions in the best interests of the Union and its present and future members.
4. Trustees must not act in a manner which adversely affects the Trustee Board’s ability or reputation to act with competence, independence, fairness and political neutrality.
5. Trustees should do their best to avoid conflicts of interest, and where they do find themselves conflicted should declare that fact and not take part in any relevant decision making, in accordance with the Trustee Board Regulation.
6. Where assistance and advice is required for the Trustees to be able to make the most appropriate decision affecting the Union, that assistance or advice should be sought from an appropriate source (such as the Charity Commission, professional advisers, Union Court or the College) and considered carefully.
7. Trustees must play an active role in Trustee Board and Trustees’ Committee meetings, having spent due time reading and digesting meeting papers in preparation for the meeting.
8. A minimum attendance at meetings is required of Trustees to ensure that best practice in governance is reached and maintained, with attention drawn to the provision of the Trustee Board Regulation vacating the office of any Trustee who misses three or more ordinary meetings of the Trustee Board in any year, irrespective of apologies.
9. Trustees must not receive any financial or non-financial benefit that is not explicitly authorised by the Union Constitution, namely pay, accommodation and expenses for the President, and related expenses for other Trustees. This does not prevent Trustees from obtaining the same benefit due to others holding their category of Union membership.
10. Trustees should not exert any influence to garner any preferential treatment for themselves or their friends or family.
11. Trustees may be jointly and severally liable for their decisions: therefore decisions should be taken together, as a team, recorded accurately in the minutes, and made public except when the Trustee Board Regulation permits redaction.
12. Trustees are accountable to a range of interested parties for their actions and as such decision-making should be as transparent as possible, except for when confidentiality is required.
13. Should a Trustee feel they require further guidance or training in their role, it is their responsibility to inform the Union Governance Co-ordinator, and in liaison with the Governance Co-ordinator develop opportunities for new training on an individual or group basis.
14. Any information of a confidential nature must remain so outside the confines of the Trustee Board.