



Trustee Agreement

General

- I will act within the law governing trustees, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Business Plan and relevant policies and procedures
- I will be an active trustee supporting the objects and mission of OTF, championing it where I can outside trustee meetings
- I will respect organisational, board and individual confidentiality
- I will develop and maintain a sound and up-to-date knowledge of OTF
- I accept my responsibility to ensure that OTF is well run and raise issues and questions in an appropriate and sensitive way to ensure that this is the case

Managing Interests

- I will act in the best interests of OTF as a whole, considering what is best for OTF and its present and future beneficiaries and avoiding bringing OTF into disrepute
- Where there is a conflict of interest I will ensure that this is managed effectively in line with OTF policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code
- I will not gain materially or financially from my involvement with OTF unless specifically authorised to do so

Meetings

- I will attend all appropriate meetings and other appointments at OTF or give apologies
- I will prepare for all meetings where necessary. This will include reading papers, querying anything I do not understand and completing any tasks assigned to me in the agreed time
- I will actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, avoiding conflict if possible
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so

Governance

- I will actively contribute towards improving the governance of the trustee board
- I will help to identify good candidates for trusteeship at OTF and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria

Relations with others

- I recognise and respect that the roles of trustees, volunteers and staff of OTF are different. Where I also volunteer with OTF I will maintain the separation of my role as a trustee and as a volunteer
- I will seek to support and encourage all those I meet at OTF. In particular I recognise my responsibility to support the chair and board



Leaving the board

- **If I wish to cease being a trustee of OTF at any time, I will inform the chair in advance, stating my reasons for leaving**
- **I understand that any substantial breach of this code may result in my being asked to resign from the board**

Print Name.....
Signed.....

Date.....

