

## Music & Worship Foundation Trustee Code of Conduct

### Purpose and Scope

The purpose of this code of conduct is to establish the behavioural expectations and attitudes required of those serving as members of the Board of Trustees for the Music & Worship Foundation (MWF).

### Code of Conduct

As a Trustee of MWF, you are expected to:

- Act within the governing document (constitution of Music and Worship Foundation CIO) and the law – being aware of the contents of the constitution, and the law as it applies to MWF.
- Act in the best interests of MWF as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing it into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for MWF, its board and the individuals involved.
- Have a sound and up-to-date knowledge of the organisation and its environment – understanding how MWF works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – engaging in discussions and decision-making processes.
- Prepare fully for meetings and all work for MWF – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.
- Actively engage in respectful 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.
- To take safeguarding very seriously, abiding by the charity's safeguarding policy in their own life and taking active responsibility for safeguarding issues within the organisation.
- Live lives of right Christian conduct and seek help and forgiveness where we fall short.

Date approved: 11.07.23

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