



Governing Board of Trustees Code of Conduct

Purpose of the Code

The Governing Board of CISV International is committed to providing good governance and leadership. Accordingly, we have adopted this Trustee Code of Conduct.

The Code is not a list of Trustee's legal duties, nor is it a role profile – that information is contained in the Articles of Association, the Constitution, the Governing Board Terms of Reference and the Trustee Role Profile. The Code of Conduct is about how the Trustees undertake their duties and the behaviour expected of them during the period of their trusteeship.

Use of the Code

- All Trustees, will receive the Code upon appointment and sign it to indicate their commitment to it.
- All Trustees must use best efforts to uphold and follow the provisions of this Code at all times in their capacity as Trustees, individually and as a group.
- Non-compliance with this Code of Conduct will lead to consequences up to and including removal from office.

Conduct Expected of Trustees

In all their actions, the Board and its members represent CISV International. All Trustees, therefore, have a general obligation to act in the best interests of CISV International and to follow the principles of conduct set out below.

1. Understanding the Role

- I understand that the role of Trustee is one of great trust and responsibility.
- I will inform myself, participate in Trustee orientation, and make sure that I understand my legal duties, the provisions of the Articles of Association, the Constitution, the Governing Board Terms of Reference and the Trustee Role Profile, as well as the total structure of CISV.
- I will keep up-to-date with CISV International activities.
- In all I do as a Trustee, I will use care, skill, and diligence.

2. Mission and Values

- I will support the CISV mission and consider myself to be its guardian and champion.
- I will act in line with and promote CISV's values.
- As a part of the Governing Board, I will review the mission and values of CISV on a regular basis to ensure they remain relevant and important.

3. **Law, Governing Documents and Policies**

- I will comply with the law in all cases.
- I will comply with CISV International's Articles of Association and Constitution.
- I will comply with CISV International's policies and rules.

4. **Working With Others**

- I will be supportive of the Chair, Vice-Chair and other Trustees.
- I will take the time to know, appreciate and respect the other Trustees as individuals.
- I will seek to establish constructive and courteous relationships with all those I come into contact with in my role as Trustee.
- I will consider the opinions of others during discussions and strive to resolve matters in a way that includes different viewpoints.
- I will be supportive of staff and volunteers.
- I will urge the Board to take professional advice when necessary.
- I will commit to making governance and strategic decisions for the organization and not interfere with operational decisions that are the responsibility of staff.

5. **Integrity, Honesty and Selflessness**

- I will always act in the best interest of CISV International as a whole.
- I will protect and promote the organization's reputation.
- I will act with integrity and according to high ethical and professional standards.
- I will avoid both impropriety/bad form and the appearance of impropriety/bad form.
- I will declare any conflict of interest or circumstances that could be viewed by others as conflicts of interest as soon as I am aware of it. I will work with the Board to manage any such conflicts. I will sign a Conflict of Interest statement annually (separate document).
- I will not be careless, negligent, avoid taking necessary actions or avoid making necessary decisions.
- I will not place myself under any obligation to another individual or group that might try to influence me in my role.
- I will not accept gifts or hospitality that might reasonably be thought to influence my judgment.
- I will exercise independent judgment in making decisions. I will not let my decisions be overly influenced by others or vote on matters I do not understand.
- I will not use my role of Trustee to advance my personal agenda or seek personal gain or benefit for my family, friends, the CISV Association that I am from or any other group.

6. **Openness and Accountability**

- I will listen and respond to the views of Members, supporters, service users and others with an interest in the organization's work.
- I will make sure that there is appropriate consultation on significant changes to the organization's services or policies.
- I will handle complaints constructively, impartially and effectively.
- I will handle sensitive and confidential information appropriately.
- I will be as open and transparent as possible about decisions and why they are taken.
- I will uphold and support collective decisions and policies, even if I am not in favour of them.
- I will consider the organization's responsibilities to the external community.
- I will respect CISV International's media policy when speaking as a Trustee.

- When speaking as a private citizen, I will uphold the reputation of CISV International and those involved in it.
- I will support the organization by providing adequate financial oversight and necessary resources.

7. Board Meetings and Work

- I will read materials and come to meetings prepared.
- My attendance is expected at all meetings (Board and relevant Committees of the Board) during the year, and I will give my apologies in advance if I am unable to attend.
- I will respect the Chair as meeting leader.
- I will contribute constructively to discussion, debate and decision-making.
- I understand that others will rely on me, just as I rely on them and will make every effort to complete work assigned to me to a high standard and in a timely manner. I will advise the Chair immediately should circumstances prevent me from completing work on time.
- I will accept Board decisions and will uphold them when dealing with stakeholders.
- I will maintain confidentiality about all matters that are considered in closed meetings or are designated as confidential. This does not apply to matters that require disclosure by law.
- I will take part in periodic reviews of my individual performance and that of the team.
- I will report to the Chair immediately any violations of this Code that I become aware of; or to the Vice-Chair if the violation relates to the Chair.
- Upon completion of my term as Trustee, I will return any property, supplies, and/or documents with confidential information to CISV International and continue to uphold confidentiality on any information that requires it.

I understand and commit to honor and follow this Code of Conduct. I understand that substantial breach of any part of this code could lead to my removal as a Trustee as outlined in the Articles of Association.

Printed Name

Signature

Date