



THE BUCHANAN TRUST

Policy Name	Trustee Code of Conduct
Board Approval Date	29 th January 2025
Signed	<i>Helen Thomas</i>
Name/Position	Helen Thomas, Chair
Next Review Date	January 2026

This Code of Conduct sets out what the Trustees of The Buchanan Trust (the Trust) will do in undertaking their role as a Trustee for the Trust.

As per Charity Commission guidance all Trustees

- Will be at least 16 years old as required to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.
- Be properly appointed following the procedures and any restrictions in the Trust's governing document.
- Will not be permitted to be a Trustee if they are disqualified to do so, unless authorised to do so by a waiver from the Commission.

In accordance with the [Charity Commission requirements for Trustees](#) the Trustees of the Trust will:

- act responsibly, reasonably and honestly and within their powers and in good faith
- make sure that the Trust as a charitable organisation is carrying out the purposes for which it is set up, and no other purpose
- understand the Trust's charitable purposes as set out in its governing document
- comply with charity law requirements and other laws that apply to the Trust

- act and make decisions in the Trust's best interest
- make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid exposing the Trust's assets, beneficiaries or reputation to undue risk
- manage the Trust's resources responsibly
- act with reasonable care and skill
- declare and deal with conflicts of interest reasonable and fairly
- implement appropriate financial controls
- manage risk
- take appropriate advice when need to do so
- plan what the Trust will do, and what it will want it to achieve
- deal with all staff, volunteers and beneficiaries fairly and respectfully
- ensure that people involved in the Trust know what to do if there's a problem and what they need to report and who they report to.

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