



# EssexBeekeepers'Association

## Trustee Agreement

Dear .....

Congratulations on being elected and appointed as a Trustee of the Central Executive Committee of the Essex Beekeepers' Association with effect from [ INSERT DATE ] [hereinafter referred to as 'the Board']

Attached is a copy of the current edition of the Rules of the Essex Beekeepers' Association [as amended at the EGM January 2016]. You will see in Rule 7 of that document that you may serve for a period not exceeding four consecutive years in the same position and your right to appoint a proxy to attend on your behalf for not more than two meetings in a calendar year.

### **This document sets out rights, responsibilities and obligations of a Trustee:**

- You are required regularly to attend Trustee Board meetings having been advised of the date and been sent agenda papers prior to the meeting. **At each Board meeting as a Trustee you will be required to declare any interests which may result in conflict while you are serving on the Board.**
- As a trustee you have equal status and voting rights with all other trustees.
- You are required to gain an understanding and be fully committed to the aims and principles of the Association.
- Be conversant with Association's objectives and Rules (as attached above).
- Be mindful of equal opportunities and discrimination of any kind within the Association.
- Challenge any perceived wrongdoing by the Board.
- As a Board member to be proactive and supportive of agreed decisions voted on by a majority of Trustees.
- Respect the confidentiality of the discussions and decisions of the Board.
- Respect the views and opinions of other Board Members.

### **Joint responsibilities with other Trustees:**

- Accept legal responsibility for the acts of the Association.
- Act with reasonable care and diligence in all matters discussed and decisions taken.
- Decide overall policy, strategy and direction for the Association's work in meeting its objects.
- Ensure that the Association remains adequately funded to fulfil its aims.
- Within constraints on resources, satisfy yourself that the Association is meeting its aims.
- Retain a long-term view of how the work of the Association should develop.
- Seek, where appropriate, independent external professional advice.



- Ensure that any Trustee responsibilities delegated to Officers, Divisions and individual members of the Association are carried out.

**At any time should you decide to resign from the Board you should do so by writing to the Chair of the Board stating the reasons, if they relate to the Association and its activities.**

## **Additional Notes – Codes of Conduct**

### **Training**

Trustees should acquaint themselves with induction material provided and attend such training as designed by the Association (including the Trustee Code of Conduct issued by the Charity Commission).

### **Selflessness**

Trustees have a general duty to act in the best interests of the Association as a whole, not merely their division. They should not act in order to gain financial or other material benefits for themselves, family, friends or any other organisation they represent.

### **Integrity**

- Trustees must not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.
- As well as avoiding actual impropriety, Trustees should avoid improper behaviour of any kind.
- Avoid accepting gifts and hospitality that might reasonably be held to influence their judgement.
- Ensure that confidential material, including personal data, is handled in accordance with data protection laws and in accordance with the Association's policy and procedures.
- Be as open as possible about their decisions and action taken. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

### **Objectivity**

In pursuance of your role as a Trustee, and in acting with reasonable care, you should be mindful of equal opportunities and discrimination of any kind, to consider the benefit of external professional advice in reaching an agreed position and to respect the opinions of the majority of voting members at Board meetings.

### **Accountability**

- To ensure that any paid appointment is approved at the Association's Annual General Meeting.
- To ensure the Association complies with all relevant laws on all occasions.
- To ensure that all Divisions and the Association's membership does not sign any agreement or makes a commitment to request funding from any source without the knowledge and agreement of the Board.
- To ensure that decisions and actions taken are accountable and submit them to scrutiny, as appropriate to that role.

### **Honesty**

- Have a duty to declare any interests relating to their role as a trustee and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties, he/she must resolve this conflict in favour of the trustee role.
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside the Association.

### **Leadership**

Promote and support the principles of leadership by example and respect the roles of the Officers.



**Declaration**

- I have read and understood the provisions of this Trustee Agreement.
- I undertake to familiarise myself with the Association’s objectives, plans and financial position.
- I shall declare all conflicts of interest as and when they arise. If at any time these conflicts hamper my ability to perform my roles as trustee, I shall resign from the Board.
- I shall keep all the proceedings at Trustee meetings confidential and shall not discuss any of the issues without prior Board clearance.

I further declare that:

- I am over age 18 and have not been prevented from acting as a trustee because I have an unspent conviction for an offence involving dishonesty or deception or I am currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
- I am not subject to an individual voluntary arrangement (IVA) to pay off debts with creditors and I am not disqualified from being a company director nor am I subject to an order made under section 429(2) of the Insolvency Act 1986.
- I have not been previously been removed as a trustee due to misconduct or mismanagement and I am not disqualified from being a trustee by an order of the Charity Commission under section 81(2)(a) of the Charities Act 2011.
- I undertake to fulfil my responsibilities and duties as a trustee of the Association in good faith and in accordance with the law and within the Association’s aims and objectives.
- I do not have any financial interests in conflict with those of the Association (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.
- I understand that my personal details (full name, home address, date of birth, contact telephone number, email address) will be further processed by the Association for the purposes of my being a trustee and until I step down from the role. The Association is permitted to do this under the legitimate Interests basis provided by law and my personal details will be disclosed to the Charity Commission and held on publicly available record. My details will also be shared with the BBKA and may be made available to other Beekeeping Associations while a trustee. My details (name and email address) will also be made available to all members of the Association in The Essex Beekeeper magazine and on the EBKA Website. I understand I have the right to request access to, erasure of and rectification of my personal details held by the Association and I can do this by contacting the General Secretary.

Signed:.....

Date.....

Printed Name .....



**Please complete the following personal details**

**Full Name** .....

**Address** .....

.....

..... **Post Code**.....

**Telephone No** .....

**Mobile** .....

**Email** .....

**Date of Birth** .....

**Notes:** It is an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information.

If any of the information provided above should change I will inform the General Secretary who will notify the Charity Commission

**Conflict of interest statement**

I do\*/do not\* have any conflict of interest to report

\*Please delete as appropriate

Please indicate below conflicts to be reported.