

# Inland Waterways Association of Ireland

*Cumann Uiscebhealaigh Intíre na h-Éireann*

**IWAI**

## *Code of Conduct for Charity Trustees*

**Version 1.1**

**June 2019**



**President:** Alan Kelly **Executive:** **Vice-President:** Kay Baxter **Past President:** John Dolan  
**Honorary Treasurer:** John Martin **Membership Sec:** Michael Geraghty  
**Directors:** Siobhan Bigley, Tony Byron, Martin Donnelly, Reg McCabe, Carmel Meegan  
REGISTERED IN DUBLIN IRELAND. NO. 83050. COMPANY LIMITED BY GUARANTEE  
REGISTERED CHARITY No. 20028732. CHY No. 10915  
REGISTERED OFFICE: 69 FITZWILLIAM SQUARE, DUBLIN 2

# Inland Waterways Association of Ireland

## Code of Conduct for Charity Trustees

The term 'Trustee' and the associated Roles and Responsibilities presented in this document apply in full to;

- all members of IWAI Executive
- members co-opted to IWAI Executive
- key support volunteers
- members of IWAI Executive Sub-Committees

**By reading this document and accepting the role of a Charity Trustee of Inland Waterways Association of Ireland (IWAI), I agree to the following responsibilities:**

### **General Conduct**

- I will act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which I do not have relevant expertise.
- I will act in the best interests of the Charity at all times.

### **Independence**

- I will act independently, particularly in relation to assets, property, legal and regulatory obligations.
- I will conduct myself with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees.  
More specifically I will:
  - not place myself under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
  - avoid actual impropriety and any appearance of improper behaviour.
- I will not act in order to gain financial or other benefits for myself or for any persons connected to me such as family, friends, or any organisation that I own, manage or work for.
- I will avoid accepting gifts and hospitality that might reasonably be thought to influence me in carrying out my role as a Charity Trustee. Any gifts or hospitality received in any connection to IWAI will be declared to Executive.

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## **Charity Trustee Roles**

As a Charity Trustee I will:

- Understand and perform my roles and responsibilities to the best of my abilities at all times.
- Be prepared to provide adequate time and commitment as required to fulfil the role of Charity Trustee, adequately preparing for meetings and participating in committees and special events when required.

## **Executive Meetings**

As a Charity Trustees I will:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the President of IWAI, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions of Executive; maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the Charity.
- Bring a genuinely independent perspective to enhance decision-making, given that Charity Trustees share responsibility for Executive decisions.
- Ensure my contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other Charity Trustees.

## **Volunteers within the Charity**

As a Charity Trustee I will:

- Aim to support volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the Charity should conduct themselves in order to reflect the values of the Charity.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between Executive on the one hand and volunteers on the other, ensuring that Executive and volunteers work effectively and cohesively for the benefit of the Charity and develop a mutually supportive and loyal relationship by:
  - respecting management arrangements and avoiding any actions that might undermine such arrangements;
  - not interfering in the performance by volunteers of duties delegated to them within the Charity while ensuring that volunteers working for the Charity are held to account through Executive.

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**Legal Requirements and Policies**

As a Charity Trustee I will:

- Act in accordance with the Charity’s governing document and ensure that the Charity complies with all applicable laws including Charity Law, Company Law, Health and Safety Law, Data Protection Law and Employment Law.
- Promote and preserve the obligations of confidentiality about sensitive Executive matters. However, the requirement for confidentiality may not apply if it becomes necessary to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the Charity or could represent a breach of any law with which the Charity is required to comply.
- Abide by the Charity’s conflict of interests or loyalties policy and ensure the Charity’s conflict of interest register is completed and updated as required.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by Executive.
- Ensure that claims for out of pocket expenses are made in accordance with agreed procedures.

NOTE:

Where a Charity Trustee is found to be in breach of the standards outlined by Executive in its Code of Conduct he or she will be asked to meet with the President (or in his/her absence the Vice President) to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a Charity Trustee may result in the Trustee’s tenure being terminated.

Signed .....

Name .....

Date .....

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