

Code of Conduct for IFS Trustees and Council Members

Although under the Institute's Memorandum and Articles only Members of the Executive Committee are considered as Trustees, it is considered good practice for a Code of Conduct for Trustees to cover all Council Members, both appointed and elected, and regardless of whether they are members of the Executive or not. The following guidance is adapted from that given by the Charity Commission in respect of the responsibilities of charity trustees.

All members of the Council are the Company Law Members of the IFS.

Trustees and Council Members should:

- Act strictly in accordance with the charity's articles. The income and property of the charity must be applied for the purposes set out in the governing document and for no other purpose.
- Act in the charity's interests only and without regard to their own private interests. Charity trustees are required to act reasonably and prudently in all matters relating to the charity and need always to bear in mind the interests of the charity. They cannot let their personal views or prejudices affect their conduct as Trustees.
- Manage the charity's affairs prudently and take a long-term as well as a short-term view.
- Attend meetings and other appointments, and give apologies if unable to attend.
- Respect confidentiality.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Not derive any personal benefit or gain from the charity without express legal authority, and manage any conflicts of interest effectively. Where Trustees are required to make a decision which affects the personal interests of one of their number, that person should not be present at any discussion or vote on the matter.
- If they have any concerns regarding any matters relating to IFS research or how the Institute is managed they should in the first instance raise it with the Director or the President, as appropriate. If they were not happy with any forthcoming reply the matter should be raised with the Chair of the Executive Committee and thereafter if necessary with the full Executive Committee whose members are considered by the Charity Commission as being the Trustees of the Institute.
- Not correspond or make public statements on matters relating to the IFS, or on behalf of the IFS, without prior consultation with the IFS Director.
- Not bring the Institute into disrepute.