



## **Aberdeen Amateur Athletic Club, SC050149 Trustee Code of Conduct**

### **Introduction**

Each trustee on the board of Aberdeen Amateur Athletic Club shall comply with the code of conduct prescribed by the board. The code of conduct shall be supplemental to the provisions relating to the conduct of charity trustees contained in the Aberdeen Amateur Athletic Club constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005.

### **Core Values**

As a trustee of Aberdeen Amateur Athletic Club, I promise to abide by the fundamental values that underpin all club activities. Aberdeen Amateur Athletic Club, above all things, believes in and values:

- inclusion, offering opportunities in athletics to everyone;
- community, creating a culture of friendliness, involvement, and cooperation;
- fun, emphasizing enjoyment and camaraderie in sport;
- empowerment, shaping an environment conducive to growth and autonomy;
- performance and competition, striving to achieve one's personal best.

### **Law, Mission, Policies**

- I will act within the constitution of Aberdeen Amateur Athletic Club.
- I will abide by the policies and procedures of Aberdeen Amateur Athletic Club.
- I will not break the law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission of Aberdeen Amateur Athletic Club: to create an environment for athletes to achieve their potential in sport and in life.
- I will support the principal objectives of Aberdeen Amateur Athletic Club:
  - the promotion of interest and community participation in the sport of athletics in the city of Aberdeen and the surrounding area; and
  - the provision or organisation of recreational activities and/or facilities for training and competition with a view to improving the conditions of life for those for whom the activities and/or facilities are intended.
  - In furtherance of these objectives, the club shall endeavour to:
    - provide or organise equipment for the use of its members;

- provide other ordinary benefits of an amateur sports club, including provision of suitably qualified coaches, training sessions, and competition opportunities; and
  - provide a safe, friendly, and welcoming environment for all those who wish to enjoy the sport.
- I will develop and maintain an up-to-date knowledge of Aberdeen Amateur Athletic Club and its environment.

### **Conflicts of Interest**

- I will always strive to act in the best interests of Aberdeen Amateur Athletic Club as a whole and not as a representative of any group, considering what is best for Aberdeen Amateur Athletic Club and its present and future beneficiaries.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

### **Person to Person**

- I will not break the law, go against charity regulations or act in disregard of Aberdeen Amateur Athletic Club policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I encounter in my role as trustee.
- I will strive to establish respectful, collegial, and courteous relationships.
- Where I also volunteer with Aberdeen Amateur Athletic Club, I will maintain the separation of my role as a trustee and as a volunteer.

### **Protecting Aberdeen Amateur Athletic Club's Reputation**

- I will not make public comments about Aberdeen Amateur Athletic Club unless authorised to do so.
- Any public comments I make about Aberdeen Amateur Athletic Club will be considered and in line with Aberdeen Amateur Athletic Club policy, whether I make them as an individual or as a trustee.
- When I am speaking as a trustee of Aberdeen Amateur Athletic Club, my comments will reflect current Aberdeen Amateur Athletic Club policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of Aberdeen Amateur Athletic Club and those who work in it.
- I will respect club, board, and individual confidentiality.

### **Personal Gain**

- I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so because of my actions or negligence.
- I will use Aberdeen Amateur Athletic Club resources responsibly.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without the prior consent of the president.

### In the Boardroom

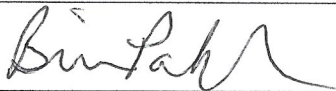
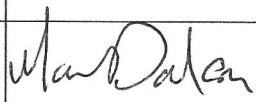
- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Aberdeen Amateur Athletic Club.
- I accept my responsibility to ensure that Aberdeen Amateur Athletic Club is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the president/secretary if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the president and respect their role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the president or board to speak of it.

### Enhancing Governance

- I will participate in induction, training, and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees based on merit.
- I will support the president in their efforts to improve their leadership skills.

### Leaving the Board

- I understand that substantial breach of any part of this code may result in my removal from the board of trustees.
- Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. If I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity.
- Should I resign from the board I will inform the president in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

|             | Name/Position                 | Signature  | Date         |
|-------------|-------------------------------|--|--------------|
| Prepared by | Brian Pahlmann, club manager  |  | June 2020    |
| Reviewed by | AAAC board of trustees        |  | 11 June 2020 |
| Approved by | Mark Davidson, club president |  | 31/05/20     |