

Code of Conduct for Board members

As a Director of Sail Training Ireland, I have a legal responsibility to act in the best interests of the organisation. Abiding by this Code of Conduct and the Charities Regulator “Charities Governance Code” describes how I will do that. If any of these commitments, cause me to come in conflict with my legal obligations then these latter will take precedence.

Organisational Values

As a board member of Sail Training Ireland, I promise to abide by the fundamental values that underpin all the activities of our organisation.

Accountability

Everything Sail Training Ireland does will be able to stand the test of scrutiny by members of the public, the media, members, beneficiaries, stakeholders and the regulatory authorities.

Integrity and Honesty

These will be the hallmarks of all conduct within Sail Training Ireland, particularly when dealing with colleagues (board and staff) and external individuals and agencies.

Transparency

Sail Training Ireland will strive to promote an atmosphere of openness throughout the organisation in order to promote confidence to members of the public, staff, beneficiaries and regulators and also to promote strategic and operational effectiveness.

Governance Code

I will support Sail Training Ireland’s adoption of, and compliance with, the Charities Governance Code.

In addition to the above I agree to the following:

Law, mission, policies

- In my role as board member I will not break the law or act against any regulation in force.
- I will support the charity’s mission and actively promote it.
- I will abide by organisational policy and procedure.
- I will seek to maintain and promote integrity, good governance, effectiveness and efficiency for the delivery of the charity’s mission.

Conflicts of Interest

- I will always act in the best interests of the charity.
- I will do my work in accordance with Sail Training Ireland's 'Conflict of Interest' policy and declare any conflict of interest or any such circumstance as may be viewed by others as conflicting 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 act in regard of organisational policies in my relationships with fellow board members, staff, volunteers, beneficiaries or anyone I come into contact within my role as board member.

Guardian of the organisation's reputation

- I will not speak as a board member to the media or any public forum without the prior knowledge and approval of the Chair or CEO.
- When I am asked to represent the charity, any comments I make will reflect current policy even if I do not agree with them.
- When speaking as a private citizen I will aim to uphold the reputation of the charity and those who work and volunteer for it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the charity's public image.

Personal Gain

- I will not personally gain from my role as a board member nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to agreed procedure.
- I will not accept gifts or hospitality without the consent of the Chair.
- I will use organisational resources responsibly, when authorised in accordance with procedure.

At board level

- I will embody the principles of good governance in all my actions and live up to the trust placed in me by Sail Training Ireland.
- I will abide by the board governance procedures and practice.
- I will commit to attend all board meetings, and in the event of unavoidable inability to attend, will send apologies to the Chair or CEO.
- I will strive be familiar with all agenda items sent to me in good time and be prepared to contribute my opinions during meetings.
- I will honour the authority of the Chair.
- I will maintain a respectful attitude to the opinions of others.

- I understand that decisions will ideally be made by consensus, but may be by vote. I will consider any majority vote as a corporate decision and will accept and support it.
- I will maintain confidentiality unless authorised to speak on matters outside board meetings.

Enhancing governance

- I commit to supporting Sail Training Ireland's compliance with the Charities Governance Code.
- I will participate in appropriate induction, training and development board activities.
- I will support the CEO in his/her executive role and the Chair in his/her leadership role.

Leaving the board

- I understand that any substantial breach of this code may result in my removal from the board¹.
- Should I wish to resign I will inform the Chair in writing, stating my reasons for resigning from the board.
- I will participate in an exit interview if requested.
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- Signed: _____ Date: _____
- Board member of Sail Training Ireland

¹ The process for dealing with breaches of this Code of Conduct is that any such breaches will be reviewed by the Governance Subgroup for subsequent consideration and decision by the Board.