National Navigation Award Scheme (NNAS)

Non-Trustees' Code of Conduct for NNAS sub-committees

Version	Date	Author	Type
V1.0	March 2024	Pete Hawkins	First draft
V1.1	18/03/2025	Jane Howie	Review and formatting
V1.2	02/10/2025	Pete Hawkins	Final version signed off

1. NNAS Charity Members have a legal duty to act at all times in the best interests of NNAS and its beneficiaries.
2. For charity members, and non-members who sit on sub-committees, the NNAS expects you to operate to the highest possible standards and in the best interest of the NNAS.
3. On appointment and during business meetings, sub-committee members are required to declare any, and all, relevant interests and be alert to any potential conflicts. Details of the NNAS's approach to registering interests and managing potential conflicts can be found in the *NNAS Policy on Registering Interests as a Trustee and Managing Conflicts*.
4. In order to fulfil their duties, sub-committee members should uphold certain values and principles. These include:

    - Acting at all times in the best interests of the organisation and its beneficiaries, ahead of any professional or personal interest.
    - Acting in accordance with the organisation's governing document and any relevant legislation.
    - Acting collectively at meetings, with honesty and integrity, respecting confidentiality and diversity of opinion.
    - Enhancing the organisation's reputation, taking an active interest in its work.
    - Upholding the values and principles of the organisation.
    - Maintaining good relationships with other trustees and with staff, volunteers, members and other people in the organisation.
    - Actively contributing to the work of the board by regularly attending meetings and preparing and participating in discussions and decision-making.

5. Items under discussion at sub-committees remain confidential to the NNAS and should not be discussed outside the sub-committee meetings or Board Meetings in any way.
6. Sub-committee members are expected to attend meetings and, if they chair the sub-committee, may be asked to attend occasional board meetings as necessary.
7. The Board of Trustees retains the right to ask a sub-committee member to leave the sub-committee if their presence is detrimental to the workings of the committee. It is expected that a member so removed will respect the confidential nature of the discussions (item 5).