



## Board Executive Code of Conduct

*The Code of Conduct must be completed and returned to the Secretary at the first meeting following the AGM.*

As Clarington Girls Hockey Association (CGHA) board members, we are responsible for the organization's governance and hold a position of trust and accountability. We represent the membership and therefore the community. As officers and directors elected by the membership, it is our responsibility to carry out our responsibilities with the utmost integrity.

- Over and above my personal and professional interests, I will represent the members and the organization's best interests. While attending board meetings and making board decisions, I am reminded that I am not making decisions as a parent, but as a board member. I understand that if I have a "player" participating at an event, I will act as a "parent" rather than a board member. Distinguishing between the two roles can be difficult, but I will do my best and hold myself accountable.
- I understand that Board members are expected to maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the organization, and I will respect the confidentiality of information received during Board meetings and activities. This includes information about Board members, sponsors, other volunteers such as team staff (e.g., coaches, managers), players, member organizations, partners, employees, or contractors, and so on. I will avoid disclosing confidential information through casual or public conversation, which could be overheard or misconstrued.
- I will refer to and follow the organization's constitution, policies, and by-laws as they pertain to my position and board decisions.
- I will openly communicate updates from my role and bring decisions to the board for discussion.
- When a potential conflict of interest arises, I will declare it and abstain from discussion and voting.
- I will recognize others who contribute to the organization's and its activities' success.
- Unless specifically requested, I will not speak on behalf of the association to the media or officially in a public forum.
- I will make every effort to implement clear, documented processes and to communicate and share them with the Board at all times.
- I will treat staff and fellow Board members with dignity and respect, and I will listen to their perspectives.

- I understand that my Board position will provide me with no personal or financial benefit unless there is an honorarium assigned.
- I will attend Board meetings and stay up to date on developments and issues about Board operations, such as:
  - Making attendance and board reports the highest priority, missing three meetings in a year will result in my resignation or termination from my position. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
  - Cooperating with and respecting the opinions of fellow Board members, keeping personal prejudices out of all board discussions, and supporting Board actions even if the Board member personally did not support the action taken.

Signed:	Printed:
Date:	

Witness:	Printed:
Date:	

