



Code of Conduct Policy for Club Board of Directors

Effective Date: June 2nd 2019

Purpose

The Airdrie Skating Club values a fair, respectful and professional environment. This Policy lays out the Airdrie Figure Skating Clubs values, guiding principles and standards of practice for appropriate behaviour of the Board members during and outside of meetings.

Policy

The Board of Directors Code of Conduct will ensure a safe and positive environment within Airdrie Skating Club by making Board Directors aware that there is a requirement of appropriate behaviour. The Club is committed to providing an environment in which all staff, coaches, members, directors and club volunteers are treated fairly, professionally and with respect.

Responsibilities

Board Directors will:

1. Function primarily as a member of the Board and fulfill responsibilities in a timely fashion.
2. Demonstrate integrity, respect and professionalism and conduct themselves ethically and responsibly in all situations.
3. Represent the Airdrie Skating Club in a professional and positive manner at all times. Board members occupy a position of trust and shall act at all times to preserve that trust.
4. Prepare and contribute to Board and committee meetings.
5. Exercise care, diligence and skill required in the performance of duties.
6. Maintain confidentiality of issues or items discussed and shared.
7. Demonstrate impartiality and do not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism.
8. Avoid conflicts of interest between the position of Board and personal life. If a conflict does arise, communicate the conflict before the Board and refrain from voting on matters that relate to that conflict.



9. Ensure that all stakeholders are given sufficient opportunity to express opinions and that all opinions are given due consideration.
10. All communications with staff, coaches, members, directors, club volunteers or other stakeholders either in writing, e-mail or verbally must be conducted in a respectful and professional manner.
11. Support decisions and positions of the Board and do not express opinions in public forums that are contrary to the Board's position.
12. Inform the Secretary, President or Committee Chair when unable to attend any Board or Committee meeting.
13. Within one month of becoming a Board member, review the Board of Directors Code of Conduct Policy and sign a copy of the Board Director Role Acknowledgement, indicating understanding and acceptance.

Procedures

1. Any director, staff member, coach or club member who has a concern regarding the conduct of a director will inform the President of the Club. If the issue relates to the President, the member may identify their concerns with any member of the Board.
2. The President (or Director) may meet with the parties to discuss the concerns. A constructive resolution will be identified.
3. If the matter is not resolved the President (or Director) and another Director of the board may meet with the director face to face to discuss the concerns, expectations and identify a course of action for resolution.
4. If the matter is still not resolved the Board may terminate any director whose conduct does not comply with any policy. An investigation of the alleged noncompliance will be conducted by the President and a working group of the Board prior to any decision to terminate a director.

Approved by Board: