



Board of Directors Code of Conduct

The role of a board director is an important one, defined in the *Societies Act* and in well-established best practices for not-for-profit organizations. As part of the commitment to the role and to the Association, Directors agree to the following code of conduct for Board directors. By committing to this code, Directors commit themselves to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Directors.

Directors will work together constructively and collaboratively, in the best interests of BCACC, to:

Responsibility:

- Uphold the BCACC *Board of Directors Code of Conduct* and the *Code of Ethical Conduct* (for professional practice);
- Comply with the BCACC's *Conflict of Interest Policy* and any requirements for disclosure under the *BC Societies Act*;
- Make no attempts to exercise individual authority or undue influence over the Association;

Governance:

- Ensure understanding of and upholding the legal duties of Directors, as outlined in the *Board Manual*;
- Uphold the BCACC *Strategic Plan*, especially the Mission, Vision, Values and Goals;
- Maintain the confidentiality of Board discussions and materials, consistent with BCACC *Confidentiality Policy* and as required by law;
- Adhere to the Association's governance policies;
- Use best efforts to provide progressive, collaborative leadership and direction to the Association in support of its mission;
- Be vigilant in monitoring the finances of the Association;
- Represent the interests of the entire membership of BCACC rather their own interests or those of any specific group;

Participation:

- Commit sufficient time to attend to BCACC business, including meetings and other commitments;
- Prepare for meetings, having read materials and/or completed tasks in advance of the meeting;

Respect:

- Ensure contributions to discussions and decision-making are constructive, courteous, and respectful, while allowing for differences of opinion;

Support:

- Uphold decisions of the Board with one voice, once made, regardless of personal or minority viewpoints;

Administration:

- Recognize the difference between the role of the Board to set policies and strategic objectives, and the role of the staff to implement same;
- Refrain from giving direction, as an individual board member, to staff without the approval of the Executive Director or Registrar;

Media:

- Work within the BCACC's Communication Guidelines.

Contravention of the Code:

If Association Directors hear of or observe other Directors who are or appear to be violating the Board of Directors Code of Conduct, their first obligation is to speak directly to the person involved. If there is no satisfactory explanation for the behaviour or if the behaviour is not corrected, the information shall be given to the President of the Association who will speak with the Director and recommend and/or take appropriate action, in accordance with the bylaws and policies of the Association. If the behaviour is not resolved satisfactorily, the facts will be presented to the Board of Directors who will then determine further action, in accordance with the bylaws and policies of the Association.

DATE: _____

PRINT NAME: _____

SIGNATURE: _____

**Approved by the Board as a Working Policy Draft
Revised, April 8, 2018**