



## Code of Ethics for Circlewood Board Members (DRAFT)

Adopted: \_\_\_\_\_

Goal: To establish a set of principles and practices of the Circlewood Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of Circlewood are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of Circlewood. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

1. Accountability
  - a. Faithfully abide by the Articles of Incorporation, by-laws and policies of Circlewood.
  - b. Exercise reasonable care, good faith and due diligence in organizational affairs.
  - c. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
  - d. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
  - e. Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.
2. Professional Excellence
  - a. Maintain a professional level of courtesy, respect, and objectivity in all Circlewood activities
  - b. Strive to uphold those practices and assist other Circlewood members of the board in upholding the highest standards of conduct
3. Personal Gain

- a. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

#### 4. Equal Opportunity

- a. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
- b. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

#### 5. Confidential Information

- a. Respect the confidentiality of sensitive information known due to board service.

#### 6. Collaboration and Cooperation

- a. Respect the diversity of opinions as expressed or acted upon by the Circlewood board, committees and membership, and formally register dissent as appropriate.
- b. Promote collaboration, cooperation, and partnership among association members.

#### Guidelines for Evaluating Board

Members of the Board will annually review their commitments as outlined for fulfilling their board responsibilities. Once a year, the Board will discuss how the Board as a whole has met these responsibilities and plan how they intend to fulfill them in the year ahead.

In October-November, Board members will submit self-assessments. During the January Board Meeting, collated results will be shared and actions steps will be identified.

#### Guidelines for Evaluating Chief Executive Officer

In October-November, Board members will submit comments to the Board Chair. In December, an in-person 60-90-minute review will be conducted by the Board Chair and at least one other board member chosen by the chair. In January, a written summary will be produced and shared with the Board and Executive Director.