

## Minor Hockey Association of Lambeth Code of Conduct

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

- Endeavour to represent the broader interests of all members and/or stakeholders.
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves. Showing respect and courteous conduct in all board and committee meetings.
- Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
- Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- Putting the interests of the organization above personal interests.
- Once a board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters (See Confidentiality Policy).
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks. Representing the organization in a positive and supportive manner at all times and in all places.
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.

## **Confidentiality Policy**

Board members are reminded that confidential financial, personnel and other matters concerning the organization, members, donors, administrators may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

Respecting the privacy of our membership and of the MHAL itself is a basic value of MHAL Executive Board. Personal information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Board members of MHAL may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of MHAL that such information must be kept confidential both during and after volunteer service. The Executive Board are expected to return materials containing privileged or confidential information at the time of separation from expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

## **Conflict of Interest Policy**

Members of the Association's Board of Directors are expected to operate according to high ethical standards. This includes recognizing that conflicts of interest exist, have the potential to inhibit the wisdom of particular decisions, and possibly damage the organization's reputation.

Conflicts of interest exist where a person:

- a) Has, or is perceived to have, a personal, family or business interests that might benefit from a decision in which he/she the involved in making, or is able to influence those making it.
- b) Is involved with a competing or sister organization that may result in a divided loyalty in the context of making a decision

Voting for or against, or arguing for or against, a particular outcome may influence a decision. Limiting the options being considered may also influence it.

*Conflicts of interest are unavoidable and should not prevent an individual from serving as a director unless the extent of the interest is so significant that the potential for undo influence is present in a large number of situations.*

### Procedure for Handling a Conflict of Interest

*Disclosure:* Members of the board have a duty to disclose any personal, family, or business interests or other community involvements, that may, in the eyes of another person, influence their judgment. Directors shall disclose conflicts of interest to the board.

Board members are expected to disclose potential conflicts, if anticipated, prior to their nomination or election. Otherwise they are obliged to disclose them when the circumstances arise. They should be disclosed to the whole board.

The board itself may want to disclose specific director conflicts of interest to members and external stakeholders where that interest may, in their judgement, affect the reputation or credibility of the organization. Such disclosure may be made in a formal and confidential communication.

*Determination of Conflict:* The board should assess the presence of a conflict of interest, or the perception of one, and determine what actions, if any, are appropriate to address the situation.

*Stepping Out:* Board members have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. In some circumstances they may be asked to step out.

Minutes of board or meetings should reflect when a board member discloses that s/he has a conflict of interest and how the conflict was managed. Normally this will involve a discussion on the matter without the board member in the room, which should be minuted, and a vote, where the interested board member, if he/she has returned, abstaining.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Minor Hockey Association of Lambeth, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member.

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Signature

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Date