



Resource: **Board Code of Conduct**

The successful operation and sustainability of _____ is built upon a principle of ethical conduct on the part of its board members, employees, and volunteers. Our reputation for integrity and excellence requires scrupulous regard for the highest standards of conduct and personal integrity. The continued success of _____ depends on our stakeholders' trust and we are dedicated to preserving that trust. We owe a duty to _____, its constituents, and stakeholders to act in a way that will merit public confidence.

Contact Us:

Common Ground Consulting LLC
1936 First Street, NW
Washington, DC 20001

t 202.744.2567

f 202.330.5888

craig@commongroundconsulting.org

www.commongroundconsulting.org

_____ will comply with all applicable laws and regulations and expects its directors, officers, employees, and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, good use of judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the board chair/president or another officer.

As a board member, you are an ambassador for the organization and your actions reflect upon _____. There is complete confidence that you will function responsibly and that your actions will have only positive effects on _____; however, situations may arise where you may be unsure of how to proceed. This policy is designed to help.

A board member is considered to be on "_____ Time" during any scheduled or planned activity or when you are directly acting in the capacity of a board member. For example, a board member is considered to be on duty during a board meeting, at a training, fund-raiser, board dinner, conference, or other organizational event.

The _____ board recognizes and values the need for board members to have personal and down time from their official responsibilities. However, there are times during which a board member is not on "_____ Time" but is still being viewed as a representative of the organization by the public. These times may include when a board member is in close proximity to an organizational event, such as unscheduled time during board meeting, conference weekend, or other _____ sponsored event. In these situations, board members should be aware that their actions may still directly affect the organization. In cases where board member actions could (or do) have a negative effect on the organization, it may be cause for removal from the board.

While it is not possible to list all the forms of behavior that are considered unacceptable, the following are examples of infractions that are not in line with the behavior of a board member:

Theft or removal of _____'s or another board member's property

Working under the influence of alcohol or illegal drugs

Fighting, making threats, or acting violently

Negligent or improper conduct leading to damage of _____ property

Unlawful harassment or intimidation

Unauthorized disclosure of confidential information or the violation of _____'s policies

Board Member

Date