

Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Board of Directors
Policy/Procedure

Board Director Code of Conduct

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: June 10, 2013 (O) December 2, 2020 (R)

DISTRIBUTION: Board of Directors

Policy

The board commits itself and its members to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum when acting as board directors.

Procedure

1. Board directors must represent unconflicted loyalty to the interests of the organization. This accountability supercedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board director acting as a consumer of the organization's services.
2. Board directors must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any board director and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - B. When the board is to decide upon a real or perceived issue, about which a director has an unavoidable conflict of interest, that director shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - C. Board directors must not use their positions to obtain employment for themselves or family members. Should a family member of a Board director be an employee of the organization, there will not be any exchange of information or discussion pertaining to Board and organizational activities with an eye to promoting undue influence. Should a Board director desire employment with the organization, he or she must immediately declare a conflict and take temporary leave from the Board until the completion of the hiring process.

3. Board directors may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - A. Board directors' interaction with public, press or other entities must recognize the same limitation and the inability of any board director to speak for the board except to repeat explicitly stated board decisions.
 - B. A member has an indirect financial interest in any matter before the Board if the value of any financial asset or real property which they hold is likely to be in any way affected by the recommendations the Board makes on that matter, if that interest is beyond communal interest shared by several community members.
4. Board directors will respect the confidentiality appropriate to issues of a sensitive nature.
5. Board directors will be properly prepared for board deliberation.