

## **Forest Lawn Community Association DIRECTOR'S CODE OF CONDUCT**

As individual Board members of Forest Lawn Community Association, we strive to conduct ourselves in accordance with the highest personal, professional and business standards. This Code of Conduct is an expression of how we demonstrate integrity, due diligence, and commitment to the FLCA.

### **GENERAL**

Directors shall act in a manner that advances the Mission and Vision of the FLCA:

1. Directors shall carry out their duties honestly, in good faith, and in the best interests of the Society. Directors are expected to be prepared for, and actively participate in meetings, and keep informed about developments and issues relevant to Board operations.
  - Directors must honour and observe the FLCA Bylaws; FLCA Policies and Procedures, and Director Job Descriptions.

### **CONFLICT OF INTEREST**

2. Directors of the FLCA are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization. They are required to support and advance the interests of the FLCA and avoid placing themselves in situations, real or perceived, where their personal interests conflict with the interests of organization. Where their interests conflict with the interests of the FLCA, they shall announce the conflict and withdraw from any decision touching on the conflict if other board members deem appropriate.
3. Directors shall declare any conflict of interest that may arise to the President. Potential conflict of interest might include but are not limited to:
  - A board member makes a decision motivated by considerations other than the “best interests” of the FLCA;
  - A board member or close family member personally contracting with the FLCA;
  - A board member learns of an opportunity for profit which may be valuable to him/her personally or to another organization of which he/she is a member;
  - A board member assists a third party in their dealings with the FLCA, where such assistance could result in favourable or preferential treatment being granted the third party, by the FLCA;
  - A board member receives gifts or loans from the FLCA.
4. The following specific policies are to be followed to avoid conflict of interest situations:
  - Any funds and other resources of the FLCA shall not be used to promote any personal interests or objectives.
  - No Director shall directly or indirectly accept or derive any financial or personal gain from his/her position on the Board of Directors.
  - Directors shall not conduct any private business and/or personal services between themselves and the FLCA.
  - Directors shall not use their position to obtain employment with the organization for themselves or for their family members.
  - If a Director wishes to be considered for employment, he or she must resign.
  - A Director will not use information or discussion at the board to further their personal interest.

### **CONFIDENTIALITY**

5. Information, as directed by the Board of Directors, will be kept confidential by all Directors. We respect the confidentiality of our Board members, employees and community members. We protect any personal information about community members that may be in our possession.

**REPRESENTING THE FLCA**

- 6. Directors shall not speak on behalf of the FLCA unless given the authority to do so.
- 7. Board members are accountable for making decisions in the best interest of the FLCA. Board members who disagree with decisions have the option of requesting that their dissent be recorded. However, once a decision has been made by the Board, directors and employees speak with one voice, supporting the Board’s decision.

**TREATMENT OF FELLOW BOARD MEMBERS AND STAFF**

- 8. Directors shall not exercise individual authority over the FLCA staff or volunteers. Our behaviour with employees, volunteers and community members, as well as those with whom we do business, is respectful, courteous, fair and dignified.
- 9. Directors shall act with integrity and treat staff and fellow Board members with respect and listen to their points of view. Directors will behave in ways that contribute to the effective operations of the Board, including attending and preparing for meetings.

Directors who do not abide by this code of conduct are subject to possible action by the Board of Directors as provided under the FLCA’s Bylaws.

I, \_\_\_\_\_, agree to comply with the Director’s Code of Conduct as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date