



ASCA Board of Directors

CODE OF CONDUCT

- *Goal: Improve effectiveness of the board meetings*

- **Board Meetings**

- Arrive on time to board meetings
- Select a facilitator for each meeting
 - Facilitator manages the agenda and guides the members to stay on topic and on track per the meeting code of conduct- three knock rule enforcer
- No Tangents- stay on topic
- Don't dominate the discussion – speak free but give others a chance to espouse their ideas and respond
- No Gossip – be factual
- One Person speaks at a time – be respectful
- No Whining- keep the discussion positive. Constructive criticism allowed. NO personal attacks or judgments.
- Conclusion- members go forward with one voice- ideas and initiatives belong to the group not any one member

- *Goal: Improve effectiveness of the board and foster cohesive and pleasant working relationships*

- **Board Members**

- **Conduct**

- Personal behavior – it is expected that board members will:**

- act ethically, with honesty and integrity, in the best interests of organization at all times;
 - take individual responsibility to contribute actively to all aspects of the board's role according to the board member duty statement
 - attend a minimum of 75% of board meetings;
 - make decisions fairly, impartially and promptly, considering all available information, policies and procedures;
 - treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
 - not harass, bully or discriminate against colleagues, members of the public
 - contribute to a harmonious, safe and productive board environment/culture through professional working relationships; and
 - not make improper use of their position as board members to gain advantage for themselves or for any other person.

- *Goal: Improve communications and move forward with 'one voice'*

- **Communication and official information**

– **it is expected that board members will:**

- channel all communication between board and public on business matters through the President or appointed information officer;
- will act promptly to respond to member requests for information
- not disclose official information or documents acquired through membership of the board, other than as required by law or where agreed by decision of the board;
- not make any unauthorized public statements regarding the business of the organization
- support, adhere to and not contradict the formal decisions of the Board made in its meetings;
- respect the confidentiality and privacy of all information as it pertains to individuals.

Goal: Assure future organizational success and relevancy

- **Conflicts of interest** –
 - **it is expected that board members will:**
- disclose any personal or business interests which may give rise to actual or perceived conflicts of interest;
- ensure personal or financial interests do not conflict with their ability to perform official duties in an impartial manner;
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the organization.
- manage and declare any conflict between their personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

- *Goal: Insure fiscal integrity and promote organic growth of membership base*
- **ASCA resources** –
 - **it is expected that board members will:**
- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes through or before the board; and
- ensure the efficient use of ASCA-funded resources.
- encourage non-NSCA members to become ASCA members through 1st year incentive program

- *Goal: Improve individual ownership to insure lasting success*
- **In addition,**
 - **Board members commit to:**
 - taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring within the board membership, reporting the details to the member board;
 - taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the board as an honorable organization