

BOARD MEMBER'S CODE OF CONDUCT

Arizona Dance Coalition (ADC) 2021

Director's Signature _____ Date _____

Code of Conduct

Generally speaking, a code of conduct lays out an organization's expectations for appropriate workplace behavior. As illustrated by the samples, some policies also provide legal and ethical guidelines for relationships between employees, service users and clients.

A Code of Conduct policy should:

- be designed with consideration for our organization's values, the clients you work with and the service you provide
- be driven by the fact that your organization's reputation is based on the actions and behaviors of your employees/board members/members
- provide guidelines for behavior that is acceptable and encouraged, but it is not all inclusive
- often emphasizes use of good judgment
- requires compliance with all applicable legislation
- list prohibited actions or behavior that is regarded as misconduct (and it may specify the consequences of violations) as appropriate
- refer to other related policies (for example: handling of confidential information, harassment, and conflict of interest)

The Board is committed to effective decision-making and, once a decision has been made, speaking with one voice. Towards this end board members will:

- Keep all contact information and data collected on nonmember lists and surveys compiled and maintained by ADC confidential: **AZ Dance Professionals, Dance Businesses in Arizona, Economic Impact of Dance Arts In Arizona Project**, and others.
- The ADC Membership Directory is shared with ADC members only, and is not to be distributed publicly
- Keep member and community interests in mind when expressing a view point
- Endeavour to speak from one's knowledge and experience
- Express oneself at board meetings (even if one's view differs from that of other board members) and encourage and make it comfortable for others to do so
- Refrain from "politicking" outside the board meetings
- On important issues, encourage consensus decisions as well as ones that seek collaborative rather than compromise solutions.
- Support majority decisions even if one's view is a minority one
- Not disclose or discuss differences of opinion on the board outside of board meetings, especially with staff, volunteers or clients. **For this reason information on who votes for and against any particular motion will not be recorded in meeting minutes.**
- Respect the confidentiality of information on sensitive issues, especially in personnel matters, and board members.
- **Refrain from speaking for the organization unless authorized to do so**
- Disclose one's involvement with other organizations, business or individuals where such a relationship might be viewed as a *conflict of interest* (see **Conflict of Interest Policy**), and
- **Not Applicable, but included** - Refrain from giving direction, as an individual board member, to the executive director or any member of staff should position(s) exist.