



A partnership of the City of Dawson, Dawson City Chamber of Commerce, Klondike Institute of Art & Culture, Klondike Visitors Association, and Chief Isaac Incorporated

## **Policy #2**

### **Board Conduct**

Created: March 2014

Last Reviewed:

Amended:

#### **OBJECTIVES:**

To clearly define the conduct expectations for members of the Board of Directors

#### **SCOPE:**

Applicable to all Board members.

#### **PRINCIPLES:**

1. Board members shall demonstrate ethical and professional conduct to maintain the confidence of the public. This commitment includes proper use of authority and appropriate actions in groups and individual behavior when acting as Board members.
2. Board members shall consider the well being and interests of the organization as a whole and bring to the Board's attention anything that would either threaten or promote the well being of the organization.

#### **GUIDELINES:**

1. When acting as Board members, members shall be loyal to the interest and mandate of the KDO over and above:
  - Loyalty to advocacy or interest groups, and membership on other councils, boards or organizational staffs including the nominating partner organizations
  - Personal interest of any Board members acting as an individual consumer of KDO services.
2. Board members shall act as the primary conduits of two-way information flow between their respective nominating partner organizations and the KDO.
3. Board members must adhere to all KDO policies.
4. Board members must avoid any conflict of interest (see Policy #3 Conflict of Interest).
5. Board members must not exert any individual authority over the operation or direction of the KDO.
  - Individual Board members do not have any authority to speak for the organization when they interact with the public, the press or with other entities unless granted this authority by the board.



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6. Board members will deal with outside entities or individuals, with clients and contractors, and with others, in a fair, ethical and straightforward manner.
7. Board members will conduct themselves within the community in a professional and responsible manner that represents their commitment to the Board of Directors and the organization.
8. Board members shall come prepared to all Board meetings. They shall:
  - Be informed about current issues and the research and background
  - Be prepared to discuss issues
  - Notify in advance if unable to attend a board meeting
  - Notify in advance of reports for the board
  - Read minutes before the meetings, identify errors and, if necessary, add points
  - Read pre-meeting material and note questions to raise at the meeting
9. Board members shall actively participate in Board meetings as well as in KDO events.
10. Board members must keep Board business and matters discussed at meetings confidential.