

APPENDIX A: CODE OF ETHICS FOR BOARD MEMBER

A MATTER OF TRUST: Boys & Girls Clubs of [Anytown] Code of Ethics for Board Members

The purpose of "A Matter of Trust: Our Code of Ethics" is to help ensure that all board members of Boys & Girls Clubs of [Anytown] adhere to and promote proper ethical standards, abide by the law, and preserve the organization's integrity, reputation, professional and business relationships.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of Boys & Girls Clubs of [Anytown] and its mission.

It is also the desire of Boys & Girls Clubs of [Anytown] that this code of ethics will serve as standards, which recognize that ethics are a critical issue and vital component in governing our organization.

PLEDGE OF PERSONAL AND PROFESSIONAL CONDUCT:

- **INTEGRITY** – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **EXCELLENCE** – I will strive to meet the highest standards of performance, quality, service, and achievement.
- **HONESTY** – I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
- **DIVERSITY** – I will support and value diversity – promoting an environment that embraces the similarities and differences all people bring to the organization.
- **RESPECT** – I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **RESPONSIBILITY** – I will take responsibility for my actions and decisions and remain a careful steward of Boys & Girls Clubs of [Anytown] funds and resources.
- **COMPLIANCE** – I will comply with Boys & Girls Clubs of [Anytown's] code of ethics and all laws and regulations affecting the organization.

PROFESSIONAL PRACTICES:

As volunteer leaders of Boys & Girls Clubs of [Anytown], board members should model the highest standards of ethics and individual conduct. While the Pledge outlines general principles guiding our ethical conduct, the following points

illustrate important applications that are relevant to the work of Boys & Girls Clubs of Any town's Board of Directors. **The points below are not intended to be all-inclusive. Board members are encouraged to use their own good judgment in maintaining the highest standards of ethics.**

GOVERNANCE:

- I will commit myself to faithfully carrying out my duties and advancing the mission of the Boys & Girls Clubs of [Anytown].
- I will work cooperatively with others, determined to be a cohesive and integrated member of the team working toward a common purpose and celebrating a shared set of principles.
- I will encourage the full and open discussion of issues entrusted to me and will ensure that others have a genuine opportunity to be heard.
- I will fairly and frankly state my opinions on matters and carry out final decisions of the board or management, even if I originally disagreed.
- I will reveal any perceived, potential or actual conflicts of interest to either the Board Chair or the Executive Committee chair and will withdraw from the meeting room during any discussion, review, and voting in conjunction with such matter.

CONFLICTS OF INTEREST:

- I will not place my personal interests in conflict with the interest of Boys & Girls Clubs of [Anytown] and will avoid any conduct that may impair my judgment with respect to the organization.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase or other activity of the organization.
- I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.
- I will not accept from, or give to, any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor.
- I will not ask for or receive cash, kickbacks, bribes, gifts, or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for Boys & Girls Clubs of [Anytown].
- I will ensure that travel; entertainment and related expenses are incurred on a basis consistent with the mission of the organization and not for personal gain or interests or benefit any other related party.
- I will reveal to the Board Chair or Executive Committee chair any perceived, potential or actual conflicts of interest.

ASSETS, FINANCIAL REPORTING AND TRANSACTIONS:

- I will do my part in ensuring that Boys & Girls Clubs of [Anytown] complies with prescribed accounting policies and procedures at all times.
- I will do my part in ensuring that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization, and documentation.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unethical, unlawful or inappropriate purpose.

FUNDRAISING:

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will do my part to ensure that donated resources are used in the manner in which they were intended. If any important alterations in the planned use of the funds occur, I will inform donors of the alterations.

CONFIDENTIAL INFORMATION:

- I will not release business information that has not been made public to private individuals, organizations or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with Boys & Girls Clubs of [Anytown] for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all information shared on sensitive issues, such as compensation and performance data.

POLITICAL CONTRIBUTIONS:

- I will refrain from making – or create the appearance of making – any contributions to any candidate for public office or political committee on behalf of Boys & Girls Clubs of [Anytown].
- I will refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.

- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of Boys & Girls Clubs of [Anytown], while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

REPORTING AND INVESTIGATIONS:

Upon receipt of the Code of Ethics, each board member will agree in writing to comply with the Code of Ethics Certificate.

QUESTIONS AND REPORTING:

- Any questions regarding the Code of Ethics, its interpretation or application, should be directed to the Board Chair or Executive Committee chair.
- If a board member knows of a violation of the code of ethics, he/she should immediately report it to the Executive Committee chair. If reporting to that person creates a conflict, it should be reported to the Board Chair.
- In the alternative, a board member can utilize the confidential ethics hotline to report a violation of the code of ethics via telephone or Internet. That number is 1-866-297-3701 and the reporting link is www.ethicspoint.com.
- If a board member is concerned that he/she may not be in compliance with the Code of Ethics, he/she should complete the appropriate disclosure statement, and the Executive Committee will provide a written response.

FOLLOW UP:

The Executive Committee chair will promptly investigate all alleged Code of Ethics violations and will recommend action, if required, to the Board Chair.

APPENDIX B: CODE OF ETHICS CERTIFICATE

A MATTER OF TRUST: **Boys & Girls Club of [Anytown]** **Code of Ethics for Board Members**

Certificate

I acknowledge that I have received and read my personal copy of Boys & Girls Club of [Anytown]'s code of ethics for board members. I understand that I am responsible for adhering to the principles of the code of ethics, and I confirm that I will conduct myself in accordance with the principles of the code of ethics. The certificate process is mandatory for all board members.

I am in compliance with the policy.

Name

Signature

Date

Please sign, date and return this certificate to:

[Name]

Chair, Executive Committee

Boys & Girls Club of [Anytown]

Thank you!