

## **Board Member's Creed**

1. I will know and understand the mission of **Metro Edge Figure Skating Club**.
2. I will unconditionally support the mission and my fellow board members
3. If I disagree, I will do so respectfully and seek consensus on all issues.
4. I will check personal agendas at the door of every board meeting.
5. I will sign the board member agreement, the ethical behavior, and conflict of interest forms.
6. I will abstain from voting on issues that present a conflict or even a perceived conflict of interest.
7. I commit to all the duties of my position
8. I will act in good faith and in a manner that I believe to be in the best interest of the club.

**Above all, I will remember the focus of all of my efforts, decisions and time is to make skating a great experience for all involved.**

## METRO EDGE FIGURE SKATING CLUB BOARD MEMBER AGREEMENT

As a board member of the club, I am fully committed and dedicated to the mission and have pledged to carry out this mission, I understand that my duties and responsibilities include the following:

- I promise to be fiscally responsible, with other board members, for this organization. I will make myself aware and knowledgeable regarding our budget and finances and will take an active part in reviewing, approving, and monitoring the budget and any fundraising to meet the goals of the club.
- I understand my legal responsibilities for the club and those of my fellow board members. I am responsible for knowing and overseeing the implementation of policies and programs.
- I accept the bylaws and operating principles and understand that I am morally responsible for the health and well being of this club.
- I will actively engage in any fundraising for this organization. These may include individual solicitations, undertaking special events, or similar activities. I am making a good faith agreement to do my best.
- I will actively promote the club in a positive manner.
- I promise to treat my fellow board members and other club members with respect and when conflict occurs, I promise to respectfully disagree and work for a compromise that is in the best interest of the club.
- I will attend board meetings, be available for phone consultation, and serve on at least one club committee. If I am not able to meet my obligations as a board member, I will offer my resignation.

In signing this document, I understand that no quotas are being set and that no rigid standards of measurement and achievement are being formed. Every board member is making a statement of faith about every other board member. We trust each other to carry out the above agreements to the best of our ability.

Board Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Board of Directors Code of Ethics. Confidentiality Policy and Conflict of Interest**

In order to ensure compliance with applicable laws and to protect Metro Edge Figure Skating Club ("MEFSC"), its members, officers, directors, staff, and committee members from potential legal problems regarding violation of fiduciary obligations, MEFSC endorses and adopts the following statement of policy:

**I. *Duty of Loyalty.*** Among the fiduciary obligations of an officer, director, staff member, or committee member of a non-profit corporation is a duty of loyalty to the non-profit corporation. This includes supporting, and not opposing directly or indirectly or taking any other stance against, the policies and positions duly adopted by MEFSC's Board of Directors. As a representative of MEFSC, officers, directors, staff, and committee members are obligated to maintain this duty of loyalty in all manner of activities during their terms of office. This duty of loyalty is not intended to, nor should it discourage debate within Board or committee meetings. Such debate is encouraged and is part of the individual's responsibility in the deliberation process.

**II. *Confidentiality of Board Discussions and Board Documents.*** In order to encourage and foster open and candid discussion at its meetings, the Board of Directors of MEFSC believes confidentiality must be maintained. Therefore, it is the policy of the Board of Directors of MEFSC that each director and staff member shall keep confidential any and all information relating to discussions at its meetings, including any and all materials, e.g., correspondence, reports, etc., unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While Board and staff members are free to discuss actions adopted by the Board, disclosing or distributing any information concerning the discussion of such items during the Board meeting is prohibited.

**III. *Conflicts of Interest.*** Any officer, director, staff member, or committee chairs of MEFSC who have a potential conflict of interest with respect to any club activity or transaction shall not participate in any way in, or be present during, the deliberations and decision-making vote of the MEFSC Board of Directors, and shall disclose such conflict of interest to the President or Vice-President of MEFSC. However, the interested party shall have an opportunity to provide factual information about the proposed conflict and/or action, policy or transaction. Also, the Board of Directors may request that the interested party be available to answer questions. The disinterested members of the Board of Directors may approve the proposed action, policy or transaction upon finding that it is in the best interests of MEFSC. If any person has reason to believe that an interested party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose. The Board of Directors shall adopt one or more "conflict of interest" forms to be signed by the (a) Board of Directors, (b) Committee Chairs designated by the Board, and (c) Staff (which may be included in the Staff's contract, if applicable). These forms shall be signed prior to performing any duties on behalf of the club and shall be renewed annually. A "conflict of interest" is defined as (i) a person who is representing an entity other than MEFSC in dealings with MEFSC, and (ii) an issue being evaluated, determined or discussed by MEFSC that involves the person or the person's family directly (but not where it affects a class of individuals and you happen to be in that class).

Board members acknowledge that any violation of this policy could cause harm to MEFSC and frustrate Board deliberations. Therefore, any Board member or who violates this policy or any person who has violated the Conflict of Interest Form signed by them may be subject to termination of his/her position as determined by a majority of the Board of Directors of MEFSC.

Pursuant to the Metro Edge Figure Skating Club Board Responsibilities and Confidentiality Policy, I hereby disclose that I or immediate members of my family have the following affiliations or interests and have taken part in the following transactions that, when considered in conjunction with my position with or relation to Metro Edge Figure Skating Club, might be required to be disclosed pursuant to Metro Edge Figure Skating club's boards fiduciary responsibilities and conflict of interest. Insert "NONE" where applicable.

Gifts, Loans, Favors	You may not receive gifts, loans or favors that tend to influence you in the discharge of your duties with Metro Edge Figure Skating club. This rule does not apply in the case of the occasional nominal gift of insignificant value in the normal course of business.  Identify any gifts, loans or favors you have received as described above.	NONE
Confidential Information	Identify any confidential information pertaining to Metro Edge Figure Skating club or its officers that you have disclosed for any purpose other than to carry out your obligations and duties to Metro Edge Figure Skating club.	NONE
Incompatible Employment	Identify any situation in which you or your immediate family is an employee, partner, officer, or owner of a business entity that renders services to or does business with Metro Edge Figure Skating Club	NONE
Outside Interests	Identify any business in which you or any member of your immediate family holds an ownership in a closely-held business entity (including a sole proprietorship, corporation, limited liability company or partnership) or a 5% or greater interest in a public company that does business with Metro Edge Figure Skating Club	None
Interest Acquired	Identify any interest you have acquired in any contact or transaction at a time you believe or had reason to believe that such interest would be affected by any action of Metro Edge Figure Skating club	NONE
Other Conflicts	A conflict of interest can be considered to exist in any instance where your actions or activities on behalf of Metro Edge Figure Skating also involve obtaining an improper gain or advantage or involve an adverse effect on Metro Edge Figure Skating interest or, or in instances where your actions are improperly influenced by another person.  Identify any such circumstance that give rise to a possible conflict of interest you may have in your service to Metro Edge Figure Skating.	NONE

I hereby agree to report to the President or Secretary of Metro Edge Figure Skating any future conflicts of interest if any other conflicts develop before completion of my next conflict of interest form.

Board Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_