

Greater Vernon Minor Hockey Association

DUTIES AND RESPONSIBILITIES OF INDIVIDUAL DIRECTORS **Responsibilities.**

Each Executive Member is expected to become an active participant in a board that functions effectively as a whole. As a member you are responsible to:

(a) Be informed of the documents and legislation under which Greater Vernon Minor Hockey exists, its By-laws, mission, values, codes of conduct, and policies as they pertain to the duties of an Executive Member:

(b) Keep generally informed about the activities of Greater Vernon Minor Hockey and the local in which it operates;

(c) Attend Board meetings regularly, serve on committees of the Executive and contribute from personal, professional and life experience to the work of the Board;

(d) Exercise, in the performance of their duties, the degree of care, diligence and skill required of an Executive member pursuant to the laws under which Greater Vernon Minor Hockey is registered as a Society in British Columbia;

(e) Be independent and impartial;

(f) Not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism;

(g) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and the responsibilities and the maintenance of public confidence in the conduct of the Board's business;

(h) Offer personal perspectives and opinions on issues that are the subject of Executive discussion and decision;

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- (i) Voice, clearly and explicitly at the time a decision is being taken, any opposition to a decision being considered by the Executive;
- (j) Maintain solidarity with fellow Executive members in support of a decision that has been made in good faith in a legally constituted meeting, by Directors in reasonably full possession of the facts;
- (k) Ask the Executive to review a decision, if one believes there are reasonable grounds that the Executive has acted without full information or in a manner inconsistent with its fiduciary obligations.
- (l) Work with the staff of Greater Vernon Minor Hockey on committees or task forces of the Executive;
- (m) Know and respect the distinction in the roles of the Executive and staff consistent with the principles underlying these governance policies;
- (n) Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with Greater Vernon Minor Hockey's By-laws, Policy Manual, and Code of Conduct, and in particular with this Code; and
- (o) Comply with all other codes and policies approved by the Executive from time to time.

Conduct of Executive Members.

An Executive member will at all times conduct themselves in a manner that:

- (a) Supports the objectives of Greater Vernon Minor Hockey;
- (b) Serves the overall best interests of Greater Vernon Minor Hockey;
- (c) Subordinates his/her personal interests, and those of any particular constituency, to the best interests of Greater Vernon Minor Hockey;

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- (d) Brings credibility and goodwill to Greater Vernon Minor Hockey;
- (e) Respects principles of fair play and due process;
- (f) Demonstrates respect for individuals and human rights;
- (g) Respects and gives fair consideration to diverse and opposing viewpoints;
- (h) Demonstrates due diligence and dedication in preparation for, and attendance at, meetings, special events and in all other activities on behalf of Greater Vernon Minor Hockey;
- (i) Demonstrates good faith, prudent judgment, honesty, transparency and openness in his/her activities on behalf of Greater Vernon Minor Hockey;
- (j) Ensures that the financial affairs of Greater Vernon Minor Hockey are conducted in a responsible and transparent manner with due regard for his/her fiduciary responsibilities and public trusteeship;
- (k) Avoids real or perceived conflicts of interest;
- (l) Conforms with the By-laws, Policy Manual and Code of Conduct approved by the Executive, in particular this Code and the Oath of Office and Confidentiality Agreement.
- (m) All executive members must complete a Criminal Record Check and submit it to the Risk Manager by August 15th, of the current year

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Oath of Office and Confidentiality Agreement

I, _____, a member of the Executive of **Greater Vernon Minor Hockey Association**, declare that I have read, understood and agree to comply with the Greater Vernon Minor Hockey Association Code of Conduct, Policy on Conflicts of Interest and other applicable policies, and that in carrying out my duties as an Executive member, I will:

1. Exercise the powers of my office and fulfill my responsibilities honestly, in good faith and in the best interests of Greater Vernon Minor Hockey Association.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the Greater Vernon Minor Hockey Association's By-laws, policies, Code of Conduct, Policy on Conflicts of Interest and decisions of the Executive and Membership.
4. Keep confidential all information unless the Executive determines that such information is public. This shall include, but not be limited to, information about personnel, any personal information, and matters of a sensitive manner dealt with during "*in camera*" meetings of the Executive.
5. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Executive and subordinate my personal interests to the best interests of Greater Vernon Minor Hockey Association.
6. Immediately declare any personal conflict of interest that may come to my attention.

Immediately resign my position as a Member of the Executive of Greater Vernon Minor Hockey in the event that I, or my colleagues on the Executive, have concluded that I have breached this *Oath of Office*.

Signature: _____ Date: _____