

Code of Conduct for NCC Board and Committee Members

Approved March 2020

1. The Board and Committees undertake to discharge their duties and responsibilities to the best of their ability, including respecting and valuing diversity of opinion and viewpoint, and actively encouraging individual Board and Committee Member participation in discussions and deliberations.
2. Board and Committee Members shall have read the material in advance meetings and be prepared to discuss what is on the agenda.
3. The meeting Chair shall ensure that the meeting is conducted in an orderly fashion and that the agreed upon rules of order are adhered to. Every Board and Committee Member shall abide by the rules of order.
4. Board and Committee Members shall treat each other and staff with respect and dignity at all times.
5. Within a spirit of group consensus and transparency, Board and Committee Members shall recognize that any significant concerns relating to the business of the NCC should be brought forward for discussion at an ensuing meeting of the Board or relevant Committee.
6. Board and Committee Members shall refrain from giving direction, as individual Board and Committee Members, to the Executive Director or any member of staff.
7. Any concerns regarding staff should be raised before the full Board or relevant Committee, and addressed with the involvement of the Executive Director, except where such concerns involve the Executive Director. Within a spirit of group consensus and transparency, any significant concerns pertaining to ED performance are to be brought forward as in-camera agenda items to be discussed at an ensuing meeting of the Board or the Governance Committee.
8. Board and Committee Members shall respect the difference between the role of the Board and Committees to provide oversight, approve policies, and guide strategic objectives, and the role of the Executive Director to oversee day-to-day operations in line with approved policies and strategic directions.
9. Board and Committee Members shall respect the confidentiality of the debate that occurs during the course of meetings, and shall respect the confidentiality of information on sensitive issues, especially in personnel matters
10. Board and Committee Members will disclose their involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest
11. Board Members will abide by all applicable policies of the organization
12. Once a decision has been made in accordance with due process, the Board and Committees shall thereafter “speak with one voice”, communicating a unified leadership position with staff, clients, volunteers, the community, and other appropriate stakeholders.
13. Board and Committee Members will endeavor to be advocates for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
14. While the meeting Chair is responsible for chairing meetings in accordance with this Code, and addressing individual situations of non-compliance as may be required, the Board as a whole is responsible for ensuring adherence to the Code of Behaviour for Board & Committee Meetings.