



DEVON MINOR HOCKEY ASSOCIATION (DMHA) BOARD MEMBERS' CODE OF CONDUCT

A Code of Conduct is an effective tool to provide clarity around the behaviors and professionalism expected of Board Members in their role with DMHA. The Board has a legal, ethical, and moral responsibility to manage DMHA in the best interests of all its members. Board members should always demonstrate professional ethical behavior (prior to and during their term) - in their responsibilities to the Board, in their professional relationships with each other, and in their professional service to the minor hockey community. All elected Directors and other volunteers who act on behalf of DMHA must sign this pledge upon taking office for the season, and must continue to observe and respect the principles of Fair Play.

As a member of the DMHA Board:

- I will read, understand and adhere to DMHA Policies and Procedures
- I will act honestly and in good faith in the exercise of my duties, for the best interest of DMHA.
- I will perform the duties of my office impartially, and uninfluenced by fear or favour.
- I will recognize that the primary responsibility is to the members as a whole but should, where appropriate, have regard for the interests of all stakeholders of DMHA.
- I will not engage in conduct that would bring discredit upon DMHA.
- I will gain a clear understanding of the roles, responsibilities and reporting relationships of the Board and staff.
- I will attack issues, not people, and will be open - minded to others' ideas and suggestions.
- I will attend all Board meetings either in person or remotely, or if unable to attend I will inform my direct report and the DMHA President, as well as update the board with a report for my role. I understand that if I am absent without reasonable cause for 3 or more meetings, than I am subject to suspension from the board as per DMHA Bylaws
- At Board meetings I will recognize the authority of the President as Chair.
- I will recognize and respect other's values, differences, roles, interests and accountabilities.
- I will communicate in ways that promote common understanding, effective problem solving and enhanced relationships.

- I will prepare for meetings by:
 - Submitting timely and complete reports as required for the member's Board position,
 - Reading and considering papers circulated with the agenda.
- I will maintain confidentiality and not divulge information deemed confidential or sensitive. If I am uncertain, I will seek direction from the President.
- I will avoid discussing Board business in public places where there is a likelihood of being over heard.
- I have an obligation to be independent in judgment and actions and to take reasonable steps to be satisfied as to the soundness of all decisions of the Board.
- Once decisions are made, I will honour those agreements and speak with one voice.
- I will accept responsibility for my actions and my effect on others.

Conflict of Interest Declaration

In addition, those who act on behalf of DMHA have an obligation to protect the association from suspicion of commingling by declaring themselves and/or other Board members in situations of conflict of interest, whether monetary, professional, or personal.

Generally, a conflict of interest situation arises when a Board member's duty to DMHA clashes with their duties, obligations or interests. Eligibility for Board membership must at all times be in compliance with DMHA Bylaws and Policies. Should there evolve a question of perceived or actual conflict of interest; the following points will guide the Board in establishing clarity:

- When a Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of DMHA.
- When a Board member offers a professional service to the organization themselves.
- When a Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a Board member or the ex/officio member of the Board has a role on the governing body of another organization, where the activities of that other body may be in direct conflict or competition with the activities of DMHA.
- Where a Board member may make improper use of information acquired by the use of his or her position as a Board member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to DMHA. Where a Board member may allow personal interests or the interests of any associated persons, or sectional interests to conflict with the interests of the organization.

Any business or personal matter, which could lead to a conflict of interest of a material or ideological nature involving a Board Member and their role and relationship with DMHA must be declared to the President. Board Members, aware of a real or potential conflict of interest of another Board Member, have a responsibility to bring this to the notice of the President.

- Any such declarations shall be presented to the Board and noted in the minutes at the first Board meeting following the declaration.
- All conflicts of interest must be declared by the Board Member concerned at the earliest time after the conflict is identified.
- The Board shall determine whether or not the conflict is of significance and shall advise the individual accordingly.
- Where a conflict of interest is identified and/or declared, and the Board has declared that it is of material benefit to the individual or their family, or material or philosophical significance to DMHA, the Board Member concerned shall not vote on any resolution relating to that conflict or issue.
- The Board Member shall only remain in the room during any related discussion with Board approval.
- The Board will determine what records and other documentation relating to the matter will be available to the Board Member.
- All such occurrences will be noted in the minutes.

I agree to abide by the principles of this Code of Conduct as set and supported by DMHA. I also agree to abide by the rules, regulations and decisions as set forth by DMHA.

_____	_____	_____
Member Name	Signature	Date
_____	_____	_____
Administrator Name	Signature	Date