

Policy Title Code of Conduct	Policy Type Governance	Policy Number G-200
	Date Adopted <i>(dd mm yyyy)</i> 17 January 2018	Revision Date As Necessary
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Policy Statement/Rationale

In its continued to commitment to effective, transparent, management of the Belleville Theatre Guild (the “**BTG**”), the has determined it is in the interest of all members and the for the board to establish clear policies and procedures governing how members act with one another, with the public at large. This Code of Conduct seeks to establish the ethical and personal conduct standards that all directors are expected to abide by, in furtherance of the BTG’s charitable mission.

Procedures/Responsibilities/Expectations

- 1 Each member of the board of directors shall be expected:
 - 1.1 To discharge the powers of the office honestly, transparently, and in good faith, in the best interests of the BTG and its charitable mission, and to maintain the public trust.
 - 1.2 To respect and observe the BTG’s Constitution and By-Laws, policies duly passed by the Board of Directors, and resolutions passed by membership.
 - 1.3 To treat fellow Directors, members, and any other individual that maybe dealt with in the course of discharging one’s duties, with respect, candour, and openness.
 - 1.4 To value and embrace diversity, equality and inclusion.
 - 1.5 To demonstrate care for others and the community as a whole.
 - 1.6 To be vigilant in identifying potential conflicts of interest, and to withdraw and abstain from all board discussions and votes in cases where one is in a potential conflict.
 - 1.7 To keep deliberations of the board confidential, even if one disagrees with a decision of the board, subject to any governing legislation.
 - 1.8 To keep confidential all personal information that is learned about clients, personnel, business contacts, and any other matter determined by the board.
 - 1.9 To act within the scope of one’s office and not beyond.

- 1.10 To promote the BTG in the community.
- 2 To attend and be prepared for all board meetings or general meetings, including:
 - 2.1 providing any required reports to members no later than 2 days prior to any meeting;
 - 2.2 reading all material required for any board meeting, and being prepared to discuss it;
 - 2.3 recognizing the limits of one's expertise.

Approved by Motion recorded in minutes of: 17 January 2018

Recorded by: Nancy Garrod **Position:** Secretary

Review: As Necessary



Belleville Theatre Guild (BTG) Policy and Procedure Manual