

# CADBORO BAY RESIDENTS ASSOCIATION (CBRA)

## COMMITTEE MEMBERS' CODE OF CONDUCT

Members of Standing Committees (“Committee Members”) of the Cadboro Bay Residents Association (“CBRA”) agree to abide by the following code of conduct:

1. **Membership:** Committee members must maintain a current membership in CBRA while serving as a committee member.
2. **Stewardship:** Committee Members accept their role as stewards of CBRA matters and agree to safeguard the Association’s interests in the performance of their duties. The actions and behaviour of Committee Members should instil confidence and enthusiasm in the community and not bring the CBRA into disrepute.
3. **Confidentiality:** Committee Members must not divulge confidential information acquired through their committee duties to anyone not authorized by the CBRA Board of Directors (“Board”) to receive such information, including emails. Caution and discretion in handling confidential or disruptive information extends to disclosures made both within and without CBRA, and continues to apply after the Committee Member’s term ends.
4. **Relationship to the CBRA Board:** Committee resolutions (as recorded in meeting minutes) shall be taken under advisement by the Board members in forming its own resolutions. In instances where there is a conflict between a Committee’s resolution and that of the Board, the Board’s decision prevails, on the understanding that the Board is the elected body.
5. **Public comments:** Committee members must exercise caution and discretion in making public comments or entering into conversations, and should defer to the Board with regard to publicly communicating Committee findings and CBRA initiatives, policies or procedures. Committee Members must not publicly disagree with the official position of the CBRA’s Board of Directors or of the Committee, or with established policies of the CBRA or of the Committee, and must not bring the Association or Committee into disrepute.
6. **Conflict of interest:** When a topic constitutes a conflict of interest, Committee Members must recuse themselves from the debate and abstain from voting.
7. **Participation:** Committee members commit to staying informed about their Committee’s business, to prepare for and attend Committee meetings, attend CBRA functions and fundraisers whenever possible, and undertake initiatives on behalf of the Association. Should a committee member miss three consecutive meetings without adequate justification (as determined by the Board), their membership on the Committee may be revoked.
8. **Exit survey:** Where requested by the CBRA board, Committee members agree to complete an exit survey at the end of their term of duties.
9. **Conflict resolution:** Intractable conflicts within any Committee will be referred to the CBRA’s Governance Committee for resolution.
10. **Discipline:** Non-compliance with any article of this Code of Conduct may result in disciplinary measures being undertaken by the Board, up to and including dismissal from the Committee membership.

I have read and commit to adhere to CBRA Committee Members’ Code of Conduct

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_