

GOVERNANCE POLICY

Code of Ethics/Conflict of Interest G61

AGREEMENT

Members of the Board of Governors of Southeast College are expected to commit to the following code of ethical conduct.

1. To devote time and diligent consideration to the duties and the responsibilities of a Board member so that I may render effective, credible service.
2. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that might arise during vigorous debates on important issues.
3. To base my personal decision on all of the facts available in each situation; to vote my honest conviction unswayed by partisan bias of any kind; and then, to uphold the final majority decision of the Board.
4. To remember at all times that as an individual I have no legal authority outside duly called meetings of the Board, and to conduct my relationships with college staff, local citizens, and the media on this basis.
5. To avoid any real or perceived conflict of interest by resisting any pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the interest of the regions served by the College.
 - a) To avoid real, potential or perceived conflict of interest situations, I agree that I will:
 - Declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the Board Chair or the Board as a whole,
 - Ensure all facts and related information are disclosed on the matter in question, and that the conflict is recorded in the minutes,
 - If unsure, whether there is a conflict, raise the potential or perceived conflict with the Board for its assessment and decision.
 - b) Where a conflict of interest exists, I agree to:
 - Withdraw from a Board or committee meeting while the matter is being discussed and/or voted upon,
 - Not attempt in any way before, during or after the meeting to influence the voting; and
 - Maintain confidentiality in relation to any decision taken on the matter.
6. To remember that it is important for the Board to evaluate and to understand the Business Plan of the College including both the educational and the administrative strategies.

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7. To bear in mind that the primary function of the Board is to establish the policies by which the College is to be governed, but that the administration of the College should be left to the CEO working with the other employees of the College.
8. To welcome and to encourage active participation by the College's partners in planning for future programs and services.
9. To support provincial and national associations that serve the interests of Board members, staff members, students, and community colleges generally.
10. To not use my position as a Director to obtain employment with the college for myself, family members, associates or friends.
11. Except as required or approved by the Board, or as required by law, to not share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Board or the College. All members will uphold the confidentiality of information from Board meetings.
12. To not misuse college property or resources and at all times keep the college's property and resources secure and not allow any person not authorized by the Board to have or use such property or resources.
13. Upon termination of service, to return to the organization electronic and any college property entrusted to me (the member) for purposes of fulfilling my responsibilities as a board member.
14. To bear in mind that termination of service does not abrogate the Board member from the continuing obligation of confidentiality related to information received as a Board member.

I _____ hereby agree to abide by the Southeast College Code of Ethics for
(Board member name)
Board members at all times in exercising my responsibilities as a board member.

Signature of Board Member

Date

Signature of Board Chair

Date