



Sending Sunshine: Trustee Code of Conduct

As a trustee of Sending Sunshine, I promise to abide by the fundamental values that underpin all activities of this organization. These are as follows.

Our Values

Respect

Treating all people with dignity

This will be the hallmark of all conduct when dealing with colleagues within Sending Sunshine and equally when dealing with individuals and institutions outside it.

Service

Being of benefit to member of the community

Everything that Sending Sunshine does is for the benefit of the seniors, students, and community at large that we serve.

Diversity

Capitalizing on the differences that make us unique

Sending Sunshine strives to maintain an environment that is welcoming to people of all backgrounds, embracing the differences that make us unique, thus allowing everyone to feel welcome.



Additionally, I agree to the following points.

Law, mission, policies

I will not break the law or go against organization regulations in any aspect of my role as trustee.

I will support the objects and mission of Sending Sunshine and act as their guardian and champion.

I will develop and maintain an up-to-date knowledge of Sending Sunshine and its environment.

Conflicts of interest

I will always strive to act in the best interests of the organization as a whole and not as a representative of any group, considering what is best for Sending Sunshine and its present and future beneficiaries.

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

I will submit to the judgement of the board and do as it requires regarding potential conflicts of interest.

Person to person

I will not break the law, go against organization regulations or act in disregard of organizational policies in my relationships with fellow trustees, volunteers, service recipients, or anyone I come into contact with in my role as trustee.

I will strive to establish respectful, collegial, and courteous relationships.

Protecting the organization's reputation

I will not make public comments about the organization unless authorised to do so.

Any public comments I make about Sending Sunshine will be considered and in line with organizational policy, whether I make them as an individual or as a trustee.

When I am speaking as a trustee of this organization, my comments will reflect current organizational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organization and those who work in it.

I will respect organizational, board, and individual confidentiality.



Personal gain

I will not personally gain materially or financially from my role as trustee, unless specifically authorised to do so, nor will I permit others to do so as a result of my actions or negligence.

I will use organizational resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the board.

In the boardroom

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Sending Sunshine.

I accept my responsibility to ensure that Sending Sunshine is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by board governance procedures and practices.

I will strive to attend all board meetings, giving apologies ahead of time to the Executive Director if unable to attend.

If applicable, I will study the agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.

I will honour the authority of the chair and respect his or her role as meeting leader.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

I will accept a majority board vote on an issue as decisive and final.

I will maintain confidentiality about what goes on in the boardroom unless authorised by the chair or board to speak of it.

Enhancing governance

I will participate in induction, training and development activities for trustees.

I will continually seek ways to improve board governance practice.

I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.

I will support the chair in his/her efforts to improve his/her leadership skills.

I will support the Executive Director in his/her executive role and, with my fellow board members, seek development opportunities for him/her.



Leaving the board

I understand that substantial breach of any part of this code may result in my removal from the trustee board.

Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign from the board I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Signed

Name

Date