

KVHA Board of Directors - Confidentiality and Code of Ethics Agreement

Kensington Valley Hockey Association - Board of Directors (BOD) are required to adhere to the following standards:

- 1) I will support, and be governed by, the Bylaws and Constitution of the KVHA and such amendments, resolutions and policies as may be adopted by the board.
- 2) I will keep confidential information confidential.
 - a. I will hold confidential within the board all discussions and deliberations that may occur in the process of arriving at decisions. Information discussed while the Board of Director's are in session is deemed confidential information.
 - b. I will consider all matters received and/or reviewed by the Board of Directors to be confidential information, including verbal discussion, letters, emails, evaluations, surveys, or any other type of communication addressed to the Board of Directors or to a position on the Board.
 - c. I will not divulge to the general public any item, which may cause personal embarrassment or humiliation.
 - d. I understand that the position I hold on the Board of Directors is separate from that of any other positions (Coach, Parent, etc.) I may hold within the KVHA and while the two may be similar, they do not overlap. My responsibilities to the Board of Directors, its Confidentiality, and its Code of Ethics, remains in affect even while performing the duties of other positions I may hold within KVHA.
 - e. Revealing or disseminating confidential information received during a Board of Directors meeting, without prior authorization from the President of the Board of the Association, shall be considered cause for removal from the Board of Directors. Proper notification shall be given to such Director regarding the reason for dismissal.
- 3) I will represent the interests of all people served by this association, and not favor special interests inside or outside of the KVHA.
- 4) I will not use board service for personal advantage or for the advantage of friends and associates
 - a. Do not use their position to influence the placement of any player, including their own child.
 - b. Do not use their position to influence the selection of any coach or team official.
- 5) I will respect and support the majority decisions of the board
- 6) I will not undermine the confidence of the general public in other BOD members.
- 7) I will approach all board issues with an open mind, prepared to make the best decisions for everyone involved
- 8) I will do nothing to violate the trust of those who elected or appointed you to the board or the trust of those the board serves.
- 9) I will maintain the integrity of the BOD at all times, and do not initiate or participate in any activity, which will place the BOD in ill repute.
- 10) I will honor commitments made on behalf of the BOD.
- 11) I will focus efforts on the mission of the KVHA and not personal goals.
- 12) I will consider myself a "trustee" of the KVHA, and do my best to ensure it is well-maintained, financially secure, growing and always operating in the best interests of those the board serves.
- 13) I will never exercise authority as a board member except when acting in a meeting with the board, or as delegated by the board.
- 14) I will fulfill any and all responsibilities specified in the job description that pertains to my particular seat on the board; further, I agree to perform, in a timely manner, such additional duties as I undertake.
- 15) I will attend any and all meetings that are deemed necessary to conduct KVHA business
 - a. This agreement is construed to include the obligation to monitor and respond promptly to all communications within the Board of Directors; and
 - b. To respond within reasonably established time-frames to the business matter(s) at hand
- 16) I will formally notify the President and the Secretary of any inability to participate in prescribed meetings or to respond, when it is necessary, to conduct KVHA business by telephone or e-mail.
- 17) I will seek out and arrange for another board member to assume all of my responsibilities in the event of temporary inability to fulfill these obligations.
- 18) I will resign from their position immediately when they become unable to fulfill the duties or obligations of their position.

Should a BOD member be found to be in breach of this code of ethics, they may be subjected to a disciplinary process, by either the KVHA Board or by a disciplinary subcommittee appointed by the Board, at the absolute discretion of the KVHA Board of Directors, and subject to penalties including dismissal from the position to which they have been elected or acclaimed, at the absolute discretion of the said KVHA Board.

Certification

I have carefully read and I understand the KVHA Policy Statement on Confidentiality and Code of Ethics. I am in compliance with both the spirit and letter of this Code of Ethics policy of the Kensington Valley Hockey Association.

Signed: _____ Date: _____

Printed Name: _____