

## **Burton Community Association**

### **Mission Statement**

The purposes of the BCA are:

- a) to provide public amenities by establishing and maintaining parks, recreation facilities, cemetery, community hall and similar assets in and around Burton.
- b) to promote health by operating a volunteer fire department for the community of Burton BC and acquiring and maintaining such assets and equipment as may be necessary or desirable in respect thereof.

All efforts of directors are in support of this mission.

### **Code of Conduct**

#### **Purpose of Code**

This Code of Conduct reflects the principles of good conduct, integrity and accountability that are central to the effective functioning of the BCA, and is designed to help each one of us meet this commitment. As directors, we are committed to honest, impartial, respectful, and ethical behaviour, in working together and in serving the community.

This Code applies to all directors, and, where noted, to all members of the BCA

#### **Professionalism**

All directors are expected to fulfill their duties with integrity and professionalism.

#### **Confidentiality**

Directors are required to keep confidential any personal or other information which is encountered in the course of doing the business of the BCA. This is extended past their term of directorship.

#### **Conflict of Interest**

Directors are expected to avoid any personal, financial or other interests which may hinder their capability or willingness to act impartially in fulfilling their duties, or influence their decisions. Directors who find themselves in an actual, potential or perceived conflict of interest must disclose the conflict to the board.

#### **Collaboration**

Directors are expected to act in a friendly and collaborative way at all times with all members. This includes listening carefully and respectfully while others are speaking and considering the perspective they offer.

#### **Accounting Practises and Communications**

Strict compliance with prescribed accounting procedures is required at all times. All assets, liabilities, income and expenses shall be correctly identified and recorded in the appropriate books of account. No director shall make any false or misleading statement to any internal or external auditors, or conceal or withhold any information, books, statements or records relevant to any subject under review from the internal or external auditors.

#### **Protection of BCA property**

All BCA members are expected to use BCA property with respect and care, and only for BCA business.

## **Respect for Others**

All members are entitled to meet and interact in an environment that is free of harassment, bullying and discrimination, including:

- ~unwelcome remarks, gestures or physical contact or threats.
- ~the display or circulation of offensive, derogatory or sexually explicit pictures or other materials, including by email and on the internet.
- ~offensive or derogatory jokes or comments, explicit or by innuendo, which could cause offence, humiliation, or intimidation.

## **Responsibilities of Directors:**

- Be informed about the BCA's mission, services and policies, and current undertakings.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing financial statements.
- Attend all board and committee meetings, and as many functions and special events as possible.
- Prepare for board meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees and offer to take on special assignments when your capacity allows.
- Be an advocate for the BCA.
- Keep the community informed about issues affecting it.

## **Directors are expected to:**

- Take accountability for actions, decisions and results.
- Respect decisions of the board.
- Not speak on behalf of the board unless authorized to do so.
- Encourage diverse thinking and collaboration.
- Have the courage to do and say what's difficult.
- Support each others' work, including by responding to emails in a timely manner.
- Proactively seek to resolve problems, including disagreements and differing views, constructively.

## **Disciplinary Action**

This Code is intended to be self-enforcing. It's up to all of us to ensure the BCA operates efficiently, and with integrity. To that end, this code should be reviewed annually and amended as necessary. If any member observes behaviour or something they believe breaks the law, endangers public health or safety, wastes BCA funds or assets, or contravenes this policy, it must be reported immediately to the directors.

This code has been collated from several sources, including:

- ~Worksafe BC
- ~Community Living Association of BC
- ~Village of Nakusp
- ~BC Association of Clinical Counsellors