



BOUCHER INSTITUTE
of Naturopathic Medicine

BOUCHER INSTITUTE POLICY

Policy Title: Board Code of Conduct Policy

Date of Initial Board Approval: January 11, 2016

Date of Last Approved Revision:

Person(s) Responsible for Implementation & Adherence: President, Board Chair,
Board of Governors.

Related Procedures:

CODE OF CONDUCT FOR BOARD GOVERNORS

Board Member Expectations

- Fulfill the roles and responsibilities of board members described above.
- Attend all meetings (in person or by phone).
- Attend standing committee meetings if a member. Attend Board retreats and other Board development activities as appropriate.
- Review the agenda and supporting materials prior to Board and committee meetings.
- Service on committees and take on special assignments, as needed.
- Personally contribute to BINMS or raise funds, as agreed upon annually by the Board.
- Remain informed about BINM's mission, services and policies.
- Promote BINM within the community.
- Keep up-to-date on issue pertaining to BINM.
- Provide support and advice to the President.
- Suggest nominees for Board membership.
- Lead by example in serving the needs of the Society and its members and in representing the interests and ideals of naturopathic medicine at large.

Board Member Code of Conduct

By accepting board membership a board member is committing to honor the following code of conduct:

- As a board member, I shall do my utmost to ensure that the BINM performs its mission and achieves its goals. As a board member I agree to:
- Conduct the business affairs of the Society in good faith and with honesty, integrity, due diligence, and reasonable competence.
- Support in a positive manner all actions taken by the board of governors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels;

- Participate in (1) the annual strategic planning retreat, (2) board self-evaluation programs, and (3) board development workshops, seminars, and other educational events that enhance my skills as a board member.
- Keep confidential information confidential.
- Exercise my authority as a board member only when acting in a meeting with the full board or as I am delegated by the board.
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
- Always act for the good of the organization and represent the interests of all people served by the organization.
- Represent this organization in a positive and supportive manner at all times.
- Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
- Accept my responsibility for providing oversight of the financial condition of the organization.
- Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
- Refrain from engaging in or facilitating or any discriminatory or harassing behavior directed toward BINM staff, society members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to BINM.
- Upon termination of service, I will promptly return to the association all documents, electronic and hard files, reference materials, and other property entrusted to me for the purpose of fulfilling my job responsibilities. Such return will not abrogate me from my continuing obligations of confidentiality with respect to information acquired as a consequence of my tenure on the board of governors.