



POLICY CATEGORY: ADMINISTRATION

POLICY TITLE: BOARD OF DIRECTORS CODE OF CONDUCT

Policy Number: 1.06

Date Approved: March 9, 2018

Revised: May 31, 2020

Purpose: Define the proper actions and behaviours of Directors.

Definitions: N/A

Policy Statement:

The Board of Directors of the NSCA is responsible to act in accordance with the policies it sets. This policy is a guide for Directors and it sets expectations regarding their conduct as individuals. Directors will be expected to indicate, in writing, their agreement to abide by this code of conduct. All Directors will annually sign a copy of the Code of Conduct on the date as determined by the President.

1. By signing the Code of Conduct, Directors agree to abide by the Board of Directors' Code of Conduct.
2. Directors will act in the interests of the Member Clubs as the owners. This accountability supersedes any conflicting loyalty to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Director acting as an end-user of NSCA services.
3. Directors will disclose their involvement with other organizations, vendors, or any other associations that might produce a conflict when they sign the Code of Conduct and at any time during the year when their involvement changes as per the Conflict of Interest Policy.

4. Directors will act with decorum and will be respectful of other Directors, staff, volunteers, stakeholders and the Boards and staff of Member Clubs.
5. Directors, when representing NSCA, will dress in the appropriate Board clothing as provided.
6. Directors will respect the confidentiality of Board discussion and Board materials. They shall not disclose at any time confidential information obtained through their position with NSCA to any persons not entitled or required to know.
7. Directors will ensure that activities that are unethical, or that have the potential to negatively impact NSCA's public image, which are not covered by the foregoing, are neither engaged in nor condoned.
8. Directors will not attempt to exercise individual authority over NSCA except as authorized through Board policies.
9. Directors will recognize authority over the Executive Director is only through the Board as a whole and, further, the Board has no authority over NSCA staff except through the Executive Director.
10. Directors acknowledge and appreciate that all Directors are volunteers and, as such, time is at a premium.
11. Directors accept their mutual responsibility to ensure that all agenda items result in a decision or are placed on a schedule for follow-up action.
12. Directors recognize the importance of being able to participate in Board meetings.
 - a. Directors will make every effort to attend Board meetings.
 - b. The Board will endeavour to schedule social activities and team building exercises that enable them to bond and function effectively as a team.
13. Directors will make every effort to submit to the NSCA office within 30 days, claims for expenses incurred in the execution of their assigned duties.
14. Directors' interaction with the public, media, or other outside groups and organizations must recognize the same limitation and inability of any Director to speak for the Board.
15. Directors are encouraged to continue to be operational volunteers, as well as governance volunteers. As operational volunteers, they are then individually accountable through the normal management channels to the Executive Director. They are not representing the Board at the operational level.

16. Directors will refer inquiries regarding operations from operational volunteers or staff, athletes, coaches, event organizers, or the general public to the Executive Director. The Director will also advise the Executive Director and the President that the referrals have been made.

17. If a Director is alleged to have violated the Code of Conduct and a complaint is filed, the process identified in NSCA By-laws Article 7 paragraph 12 and 13 will be followed.

Scope: All NSCA directors' activities.

Related Procedure(s):

N/A

Revisions History	
Date Approved	Comments
May 31, 2020	Revised with approval of Directors