

# Director Executive Council

## Code of Conduct

An Executive Council Director shall ensure that organizational practice, decision, or activity:

- a) Is ethical, legal, or prudent;
- b) Is directed towards the Mission, Vision, Values Statements of the MAHCP as defined by the Executive Council; or
- c) Would not cause significant embarrassment or loss of reputation to MAHCP; and,
- d) Maintains confidentiality in all MAHCP matters.

An Executive Council Director does not have the authority to act or speak for the Executive Council unless given the mandate to do so by a motion passed by the Executive Council.

## An Executive Council Director:

- Reads and complies with the MAHCP Constitution, Code of Conduct, and decisions made by the Executive Council.
- Acts honestly and in good faith with a view to the best interests of MAHCP.
- Exercises the care, diligence, and skill that a reasonably prudent person would exercise.
- Demonstrates commitment to the Association through their actions.
- Reports potential conflicts of interest, as per policy.
- Makes comments that are non-judgmental, positive, and encouraging.
- Does not interrupt when someone is talking.
- Attends meetings on time and follows timelines in the agenda.
- Maintains confidentiality as per the signed confidentiality agreement.
- Represents the interests of the District that elected them, and of the Association in general.

## Responsibilities

- Attends Executive Council and committee meetings (paid if scheduled to work) and provides volunteer hours to promote MAHCP.
- Serves actively on at least one committee of the Council.
- Reads pre-meeting packages and brings them to the meeting.
- Contacts appropriate Chair if clarification is required on a submitted report.
- Follows through on accepted tasks and/or explains behaviour (i.e., is accountable).
- Participates productively in all Council discussions and decision-making.
- Attends any Strategic Planning Session(s).

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- Attends the Annual General Meeting of the Association.
- Advocates for positions/concerns from their District.
- Attends meetings or events to represent MAHCP as needed and provides a written report to Council.
- Uses appropriate lines of communication as per Executive Council policy.
- Promotes member engagement within their District.

**I understand that in accepting the position of an Executive Council Director, I am assuming both legal and ethical responsibilities for the performance of the duties and obligations of the position.**

**Director Name:** \_\_\_\_\_  
PLEASE PRINT.

**Occupation:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_