

Brevard Veterans Council, Inc. / Veterans Memorial Center

Board of Directors Code of Conduct

The Brevard Veterans Council, Inc. (Council) / Veterans Memorial Center (Center) Board of Directors (BOD) has adopted the following Code of Conduct that all Board members agree to adhere to by signing this document.

Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Council or Center BOD shall derive any personal profit or gain, directly or indirectly, solely by reason of his or her service as a Board member. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the BOD as outlined, and reviewed by each member, as applicable, in either Policy 3 – BVC Conflict of Interest or Policy 4 - VMC Conflict of Interest. The documents are maintained by the BOD Secretary.

Prohibition Against Sexual Harassment

The Council and Center strive to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any board member who engages in discriminatory or harassing conduct towards a Council or Center member, staff or volunteer is subject to removal from the BOD. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the Executive Committee. Policy 1 - Sexual Harassment should be reviewed by each member and is maintained the BOD Secretary.

Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff, or clients/consumers, including veterans, may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone. Policy 2 - Confidentiality should be reviewed by each member and is maintained by the BOD Secretary.

Active Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. In addition to the requirements outlined in the Council and Center Bylaws, Board Members shall:

- ❑ Be prepared to discuss the issues and business on the agenda, having read all background material relevant to the topics at hand.
- ❑ Cooperate with and respect the opinions of fellow Board members, and leave personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- ❑ Represent the organization in a positive and supportive manner at all times and in all places.
- ❑ Show respect and courteous conduct in all board and committee meetings.
- ❑ Observe established lines of communication and directing requests for information or assistance to the BVC Chairman of the Board and VMC President.

In the event a director is not fulfilling his/her obligations as a Board member, or is in violation of these approved policies, he/she may be recommended for review by the Council or Center Board of Directors as outlined in Article X Recall of Elected/Appointed Officers/Directors.

Above is a summary of the Council and Center Code of Conduct with additional information for each component of the policies sent to your email and available from the BOD Secretary.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Brevard Veterans Council, Inc., Board of Directors or The Veterans Memorial Center Board of Directors (circle one) hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal from the Board of Directors as a Board Member, pursuant to the requirements and processes provided in The Brevard Veterans Council and Veterans Memorial Center Bylaws.

Signature

Date

Witness:

Date
