



# CODE OF CONDUCT

Director (Board Member)

Monday, October 1, 2018.

## Code of Conduct

As a member of the Board of Directors, I will:

- Consider and represent the interests of all members of the Club,
- Represent the needs of my portfolio while being considerate of the needs of the Club as a whole,
- Respect and support all majority decisions of the Board,
- Be respectful of my fellow Board members at all times,
- Act with vigilance and integrity to ensure that the Club is managed in a proper manner complying with laws and regulations and consistent with the objectives of the Club,
- Do nothing to violate the trust of the membership,
- Exercise due care, diligence, and skill,
- Not use the Club or my service on this Board for my own personal advantage or for the advantage of my family, friends, and supporters,
- Keep Board discussions confidential unless otherwise determined by the Board,
- Recognize and respect the authority of the Chair and his/her responsibility to lead an efficient and effective meeting,
- Attend all Board meetings unless prevented by good cause, be on time, and expect to stay for the duration of the meeting,
- Bring to the attention of the Board any issues that will have a significant impact on our Club or those we serve,
- Work with members of the staff, management and Board to effectively manage complaints,
- As a Board member representing the Club, embody qualities of courtesy, congeniality, vitality and enthusiasm when at the Club.

As a member of the Board, I will not:

- Criticize fellow Board Members or their opinions outside of Board meetings,
- Decide how I will vote on an issue before hearing the discussion and becoming fully informed about that issue,
- Speak for, or on behalf of, the Club unless specifically authorized to do so.

The Edenbridge Tennis Club Board of Directors:

- Will respond to any member's written concerns or complaints within 30 days in writing,
- If a Board member is the subject of a complaint, said complaint will be investigated by either the President or Vice-President of the board.

Passed by the Board of Directors this 1<sup>st</sup> day of October, 2018.

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President

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Vice-President

