



District of Sault Ste. Marie Social Services Administration Board

Code of Conduct

The Board expects of itself and its members ethical, businesslike and lawful conduct. This commitment includes proper use of authority and appropriate group and individual behavior when acting as Board Members.

1. Board Members are expected to consider and represent the interests of the Board, its membership and its community as a whole in preference to any other interests, which that member may also have or represent;
2. Board Members must declare a conflict of interest with respect to their fiduciary (trustee) responsibility;
 - 2.1 There must be no conduct of private business or personal services between any member and the Board, except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information;
 - 2.2 Board Members must not use their position to obtain for themselves, family members or close associates, employment within the organization or with contracted service providers;
 - 2.3 Should a Board Member apply for or be considered for permanent employment, s/he must temporarily withdraw from Board deliberation, voting and access to applicable Board information;
 - 2.4 Where a Board Member has an interest in board business involving potential monetary or non-monetary effect, either business or personal, s/he must declare that conflict and the Board shall consider the conflict and determine whether the Member may participate in discussion or voting on that issue.
3. Board Members may not attempt to exercise individual authority over the Board except as explicitly set forth in Board policies:
 - 3.1 Board Member’s interaction with the Board staff must recognize the lack of authority in any individual member or group of members, except as noted above—i.e. only the Board as a whole has authority;
 - 3.2 A Board Member’s interaction with the public, press or other media entities must support decisions taken by the Board as a whole; the Board Member may comment as a city counsellor but not as a DSSAB Board Member or on issues that pertain specifically to the DSSAB organization.
 - 3.3 Board Members will make no judgments of the staff performance except as that performance is assessed against explicit Board policies or performance appraisal criteria
4. Board members need to work together as a team so that they can govern effectively.

This means that the Board shares its collective legal and fiscal responsibilities. In the spirit of teamwork, members need to contribute and participate fully and be respectful of one another's contributions.

5. The following ground rules reinforce this spirit:
 - Practice mutual respect.
 - Accept conflict/tension as healthy and handle both creatively.
 - Deal with problems promptly.
 - Encourage and affirm each member's unique potential.
 - Make use of individual skills. Delegate tasks appropriately.
 - Encourage all members to participate in discussions—listen to and value diverse opinions.
 - Emphasize that it is okay to make mistakes.
 - Keep an open mind.
 - Treat each person with courtesy.
 - Never monopolize, interrupt or intimidate during discussions.
 - Take a collegial approach to the tasks.

6. These are the expectations that members have of each other so that they can fulfill their important governance role:
 - Attend orientation sessions.
 - Attend Board events.
 - Be committed to the vision and mission of the Board.
 - Attend meetings and participate actively. If unable to attend, call in regrets.)
 - Serve on committees and attend scheduled meetings.
 - Be prepared—do your readings and bring materials to meetings.
 - Maintain confidentiality.
 - Declare any conflict of interest.
 - Ensure ethical behavior.
 - Take advantage of opportunities to learn about the Board and its jurisdiction.
 - Participate in Board development and education.

7. As a member of this Board I will, to the best of my ability:
 - Represent the interests of the people served and employed by this Board;
 - Approach all matters discussed by the Board with a mind prepared to make the best decision for the organization and jurisdiction as a whole;
 - Live up to the trust of those who elected/ appointed the Board and of those we serve;
 - Focus my efforts on the mission, policies and strategies of the organization;
 - Not use the organization or my service on this Board in a manner which violates the Board By-Laws, policies and procedures;
 - Keep confidential information confidential;
 - Exercise my authority as a Board member only when acting in Board meetings or as delegated by the Board Chair or CEO (or designate).

Board Member: _____

Date: _____

Signature: _____

Approved October 19, 2023