



Edmonton Chamber of Voluntary Organizations

Information for Prospective Board Members

Term of Office

- Board members are elected at the Annual General Meeting (May) for a term of three years with an option to renew for one additional three year term;
- There can be a minimum of 4 Board members and a maximum of 12;
- Board members must hold an Individual ECVO Membership.

Board Operations

- The Board normally meets 5 times per year: June, September, November, January and March;
- The meeting date and time is determined by the Board – currently regular meetings are the third Thursday of the month from 9:00 am to 1:00 pm;
- The Board operates with three standing committees; the Governance Committee, the Audit and Finance Committee and the Membership Committee. Additional ad-hoc committees are established on an as-need basis.

Role and Responsibility

- Elect the Chair, Vice-Chair, Treasurer and Secretary;
- Monitor all Board policies and recommend revisions;
- Review and approve changes to the Board's structure and prepare necessary amendments to the Articles of Association;
- Examine and approve changes to the membership criteria and fee structure;
- Provide the Chair with input into meeting agendas;
- Participate in development of the Strategic Plan and annual review;
- Approve the annual operating budget;
- Establish committees as required;
- Approve other recommendations received from the Board, standing committees and Executive Director;
- Assist in developing and maintaining positive relations among Board members, committees, staff and the community to enhance ECVO's mission;
- Select or appoint individuals to represent ECVO on appropriate external committees.

Attachments

Strategic Framework

Code of Conduct



Edmonton Chamber
of Voluntary Organizations

2016-2019 Strategic Framework

Vision	Mission	Strategic Priorities	Guiding principles
<p>A strong, vibrant community strengthened by an effective voluntary sector working with government and business</p>	<p>To strengthen the public service voluntary sector in Metro Edmonton by:</p>		<p>We serve Metro Edmonton in all its' diversity and strive to be as inclusive as possible in our relationship building and issue championing.</p>
	<p>Leading in the voluntary sector.</p>	<p>Convene groups and conversations on issues/ initiatives/ innovations that will advance the community impact of the voluntary sector.</p>	<p>We aim to be a collective voice by working collaboratively through partnerships, alliances and working agreements.</p> <p>We are committed to strong working relationships with the not for profit sector, business and government.</p>
		<p>Create alliances and networks to tackle community development issues.</p>	
		<p>Build bridges to all parts of the voluntary network and to academia, business and government.</p>	
	<p>Building capacity within the voluntary sector.</p>	<p>Build governance and leadership expertise within the voluntary sector.</p>	<p>We do not duplicate the services provided by our members and partners</p> <p>We operate in a way that is socially, financially, and environmentally responsible.</p>
		<p>Develop organizations' capacity for excellence and impact.</p>	
		<p>Encourage volunteerism so that the sector has a rich repository of human capital to draw on.</p>	
	<p>Giving voice to issues that impact the ability of the voluntary sector to be effective.</p>	<p>Engage with Chamber members and sector partners on ECVO priorities and activities.</p>	
		<p>Advocate on issues that will enhance the wellbeing of the sector and contribute to strong, vibrant communities.</p>	



Board Member Code of Conduct

Revised and Adopted September 11, 2013

Board members are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives, and shared ownership of and respect for Board decisions. Accepting the role of Director has with privilege, a level of responsibility.

Ethical & Moral Propriety: Board members of the organization will at all times conduct themselves in a manner that preserves and/or enhances the reputation of the organization, specifically in relation to its vision, mission, and values. They must serve the overall best interests of the organization rather than any particular constituency and conform to its approved bylaws and policies. In addition to demonstrating respect for individuals in all manifestations of their cultural diversity, religious diversity, or economic circumstance, all Board members should act in good faith, show prudent judgment, and ensure honesty, transparency, and openness in all activities conducted on behalf of the organization and avoid any real or perceived conflicts of interest. A Board member shall immediately disclose to the Chair if s/he is being criminally charged.

Service & Duty: Board members will act with due diligence and dedication in preparation for and attendance at meetings, special events, and in all other activities on behalf of the organization. The Chair will contact any Board Member who has been absent for three consecutive meetings and/or habitually tardy to discuss and confirm the Member's commitment to the work of the Board and organization. Basic duties include ensuring that the financial affairs of the organization are conducted in a responsible and transparent manner, with due regard for each member's fiduciary responsibilities and public trusteeship. Also, a Board member shall not apply for a staff position within two years of leaving the Board.

A Board member shall not use his or her position as a member of the Board to derive a benefit. S/he must neither solicit nor accept personal financial favours or gifts, or be influenced in business dealings by any personal associations. A Board member shall not benefit financially either directly or indirectly from any transaction with the ECVO over which s/he is in a position to influence a decision. A Board member may only accept a gift in the following circumstances:

- the gift has no more than token value;
- it is the normal exchange of hospitality or a customary gesture of courtesy between individuals doing business together;
- the exchange is lawful and in accordance with local ethical practice and standards;
or
- an impartial observer could not construe the gift as a bribe, payoff, or illegal payment.

Confidentiality: Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Confidentiality means Board members may not relate any information learned about personnel, contracts, finances, and any other matters specifically determined by board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board to anyone including immediate family members. The duty of confidentiality continues after a Board member has left the Board.



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Conflict of Interest: Board members shall immediately disclose a potential conflict of interest in writing to the Board of Directors. If s/he does not become aware of a conflict of interest until after a transaction is concluded, it is imperative s/he make a disclosure immediately. If a Board member is in doubt whether s/he may be in a conflict of interest position, s/he shall request advice from the Board or a designate. Unless otherwise directed by the Board, a Board member shall take immediate steps to resolve any conflict of interest or remove any suspicion that a conflict of interest exists.

In the case of a conflict of interest existing in a contract or transaction the declaration shall be made at the first meeting of the Board of Directors after the Board member assumes his or her office. After declaring a conflict of interest, no Board member shall vote on such a contract, nor shall s/he be counted in the quorum in respect of such contract or transaction. If a Board member makes a declaration of conflict of interest in a contract or transaction in compliance with the foregoing provisions and the Board accepts that declaration, that member is not accountable to the ECVO for any profit from the contract or transaction. If a Board member fails to make a declaration of conflict of interest in a contract or transaction in compliance with these provisions, the member shall account to and reimburse the ECVO for all profits realized, directly or indirectly, from such contract or transaction.

As a member of the Board of the ECVO, I promise to:

- Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the organization.
- Exercise these responsibilities, at all times, with due diligence, care, and skill in a reasonable and prudent manner.
- Respect and support the organization's bylaws, policies, Code of Conduct, and decisions of the Board and membership.
- Keep confidential all information and adhere to my oath of confidentiality as outlined in ECVO's "Code of Ethics and Conduct."
- Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the organization.
- Immediately declare any personal conflicts of interest that may come to my attention.
- Immediately resign my position as director of the organization in the event that I have concluded that I have breached ECVO's "Code of Ethics and Conduct."

CODE OF ETHICS AND CONDUCT DECLARATION

I, _____, have read, understand, acknowledge, and agree to adhere to the Code of Ethics and Conduct of the Edmonton Chamber of Voluntary Organizations.

Signed this _____ day of _____, 20_____.

Signature