



BOARD MEMBER CODE OF CONDUCT AND SERVICE COMMITMENT PLEDGE

MY ROLE:

I acknowledge that my primary role as a Board member is (1) to contribute to the defining of the organization mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of Board Member and/or Officer as stated in the bylaws.

My role as a Board member will focus on the development of broad policies that govern the implementation of organizational plans and purposes. This role is separate and distinct from the role of the President & CEO, who determines the means of implementation.

MY COMMITMENT:

I will exercise the duties and responsibilities of this office with honesty, integrity, collegiality and care.

I PLEDGE:

1. To keep my membership with the Woodstock Area Chamber of Commerce & Industry in good standing.
2. To establish my attendance as a high priority at all meetings of the Board, committees and task forces on which I serve and commit to keep any classified information confidential.
3. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read all background material relevant to the topics at hand.
4. To work with and respect the opinions of my peers who serve on this Board, and to leave my personal prejudices out of all Board discussions, thus doing nothing to violate the trust of those who elected or appointed me to the Board, or of those members who we serve.
5. To always act for the good of the organization, focusing my efforts on supporting the vision, mission and goals of the Chamber and not on my personal goals or for the advantage of my friends and associates.
6. To represent this organization in a positive and supportive manner at all times and in all places, considering myself as a "trustee" of this organization and doing my best to ensure it is well-maintained and financially secure, operating in the best interests of those we serve.
7. To observe the parliamentary procedures which govern meeting proceedings, and to display courteous conduct in all Board, committee and task force meetings, never exercising authority as a Board member except when acting in a meeting with the full Board or as I am delegated by the Board.
8. To treat other Board members, Chamber staff members and other volunteers with respect and courtesy.



9. To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with the Chamber’s bylaws or Board policy.
10. To represent equitably and fairly the interests of all businesses, organizations and people served by the Chamber.
11. To avoid conflicts of interest between my position as a Board member and my business and/or personal life. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.
12. To respect and support in a positive manner all actions taken by the Board even when I am in a minority position on such actions.
13. To keep confidential information that comes to my attention as a Board member confidential.
14. To agree to serve where needed as a liaison on at least one committee or task force, attend meetings, ribbon cuttings and mixers and help the committee or task force Chair accomplish their objectives. If I chair the Board, a committee, or a task force, I will:
 - (a) Call meetings as necessary until objectives are met;
 - (b) Ensure that support materials are provided to all members in advance of the meetings;
 - (c) Conduct the meetings in an orderly, fair, open and efficient manner,
 - (d) Make committee progress reports to the Chamber Board, as needed, at its scheduled meetings, using the adopted format.
15. To participate in Chamber strategic planning retreats, annual Board Orientation session and other educational events that enhance my skills as a Woodstock Area Chamber Board member.

If, for any reason, I find myself unable to carry out the above duties, I agree to resign my position as a Board member and/or officer.

Board Member Signature

Date

Board Member Name (Please Print)