



The Jewish Federation OF EDMONTON

Code of Conduct for Federation Board Members

Individual Responsibilities of Board Members:

Board Members agree to:

- Attend all Board and Committee meetings and functions, as well as community events, to the best of their ability.
- Make sure they are informed about the organization's mission, bylaws, organizational structure and programs.
- Review agendas, minutes of last meeting and supporting materials prior to all Board and Committee meetings.
- Familiarize themselves with Robert's Rules of Order and follow them at all meetings.
- Agree to serve on or chair at least one Committee, subcommittee, ad-hoc committee or task force and to help out with events and other assignments.
- Make a financial contribution to the annual United Jewish Appeal Campaign and canvass donors for this campaign.
- Be an advocate and promoter for the organization at all times and in all situations.
- Consider and, if possible, suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization.
- Follow generally-held rules of confidentiality and conflict of interest guidelines.
- Be courteous and respectful of the staff and volunteers of the organization.
- Generally assist the Board in carrying out its fiduciary responsibilities to the Jewish Federation of Edmonton.
- Review budget reports and annual financial statements.
- Work as a team alongside other Board Members, Executive, Staff and Community members to better the Jewish Community of Edmonton and further the purposes of the Jewish Federation of Edmonton.
- Adhere to Federation's Conflict of Interest Policy and sign it.

And refrain from:

- Filming, photographing or recording Board Meetings without prior authorization.
- Publishing Board Meetings or any part of them without prior authorization.
- Bringing guests to Board Meetings without prior authorization.
- Seeking or proposing additions to the distributed Agenda of a Board Meeting without prior authorization.
- Distributing or publishing financial information obtained at a Board Meeting to the general community.

Date: _____

Signature: _____

