



1.1 DIRECTORS CODE OF CONDUCT AND RESPONSIBILITIES

Purpose of Policy

As part of ensuring good governance and oversight of the Masters Swimming Association of BC, all Directors are expected to uphold the constitution, mission statement, by-laws, policies and procedures of MSABC. Directors shall act at all times in the best interests of members and MSABC, and should aim to carry out their role to the highest possible standards.

Policy

a) Behavior

Directors are expected to establish an effective and collegial relationship with the other Board members, and shall exercise good judgment, act with integrity and influence constructively.

b) Conflict of Interest

Directors shall avoid conflict of interest situations with MSABC, and must declare any conflict as per MSABC's by-laws.

c) Leadership

The President provides leadership in managing MSABC's affairs, including ensuring that the Board is properly organized, functions effectively and meets its obligations and responsibilities. The President is also the designated spokesperson for MSABC, and may delegate this responsibility to the Vice President or other Directors from time to time.

d) Affiliate Organizations

The President, or their delegate from the Board, shall represent MSABC to affiliate organizations including Masters Swimming Canada and Swim BC. Responsibilities associated with this role include: being a communication link between the organizations, reporting on any issues or decisions that may potentially affect MSABC, and, subject to Board approval, negotiating any decisions (fees, services etc.) that may affect MSABC.

e) Duties

As per MSABC's constitution and by-laws, the Board shall have directors with specific duties including president, vice-president, treasurer, registrar, secretary and communications. Duties may be assigned to other Directors to support the ongoing business and operations of the association.

f) Communications and Actions



All communications and actions of Directors must reflect Board policy and the constitutional objectives of the Society. If in doubt, or if the communication or action relates to a known contentious issue, the Director should review the proposed communication or action with the President or the Vice President, or, failing that, with the Board, prior to carrying out the communication or action.

g) Maintaining Records

Directors who create and maintain electronic records on behalf of MSABC shall backup all records on a regular basis. Directors shall respect all applicable laws related to protection of privacy of records related to members.

h) Budgeting

Directors shall, on an annual basis, or when requested by the Treasurer, prepare cost estimates for conducting business for their associated duties and responsibilities. Such estimates, together with comparisons versus the prior year, will contribute to the budget preparation by the Treasurer.

i) Meetings

Directors shall attend all Board meetings or provide notice to the President as soon as possible if they are unable to attend, preferably one week prior to the meeting.

Directors shall also provide documents one week in advance of the meeting to provide sufficient time for review. Directors shall also read materials prior to meetings and arrive prepared.

j) Committees

The Board may establish committees to support MSABC in carrying out its mission and mandate, i.e., standing, ad hoc or advisory committee. Committee activities will be directed and overseen by a Director. Committee members may include MSABC members who are not the Board of Directors.

k) Document Activities

Directors shall, to the best of their abilities, document activities related to their Board duties. Departing Board members will meet with incoming Board members to pass over all documents (electronic or otherwise) related to their duties to the new incumbent or to the Secretary, as appropriate. Departing directors shall also provide the new directors with an opportunity to receive a briefing on the documents and related activities.

Review of policy

This policy shall be reviewed by the MSABC Board of Directors as required.

Masters Swimming Association of British Columbia



Initially Approved Adopted – 9-April- 2017
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