Hallettsville
Chamber of Commerce & Agriculture

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CODE OF CONDUCT

Board of Directors/Staff

Introduction

Members of the Board of Directors and staff carry certain duties and responsibilities for the well-being of the Chamber. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.

Confidentiality

Board members and staff will have access to information that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the Chamber or even create legal liability. Information provided to the Board and staff may concern personnel, financial, contractual, membership, or legal matters. It will often be confidential and is intended for use in decision-making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the Board chairman or President/CEO.

Conflicts of Interest

Board members and staff owe a high fiduciary duty to the organization. Thus, no Board or staff member shall maintain any business enterprise or other activity that directly conflicts with the interests of the organization. Staff members shall not solicit members for any reason that is not directly related to official business.

Violations

Violations of the Code of Conduct may result in disciplinary action in accordance with the governing documents*. Discipline may include removal of a Board member from office, a committee chair and/or committee member or termination of a staff member.

Acknowledgement of Receipt

I acknowledge that I have received and read a copy of the Code of Conduct and that I am responsible for compliance.

Printed Name:_____

Signature:_____

Date:_____

*Governing Documents include articles of incorporation, bylaws, policy manual, etc. Please address questions to the Chamber's Board Chairman, the President/CEO or Vice President.