

## Red Deer Tennis Club Board of Directors Annual Declaration

*(For 22-23 Board - Approved in Policy 03 RDTC Roles and Responsibilities at Aug 22, 2022 Board Meeting)*

### Oath of Office and Confidentiality

**I declare that I will:**

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the Society.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the Society's by-laws, policies, Code of Conduct, and decisions of the Board and membership.
4. Keep confidential all information that I learn about customers, personnel, bargaining 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.
5. 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 Society.
6. Immediately declare any personal conflict of interest that may come to my attention.
7. Immediately resign my position as director of the Society in the event that I, or my colleagues on the Board, have concluded that I have breached my 'Oath of Office'.

Initials \_\_\_\_\_

### Code of Conduct

**I declare that I will at all times conduct myself in a manner that:**

1. Supports the objectives of the Society
2. Serves the overall best interests of the Society rather than any particular constituency
3. Brings credibility and good will to the Society
4. Respects principles of fair play and due process
5. Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances
6. Respects and gives fair consideration to diverse and opposing viewpoints
7. Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the Society
8. Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the Society
9. Ensures that the financial affairs of the Society are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship
10. Avoids real or perceived conflicts of interest
11. Conforms with the By-law and policies approved by the Board
12. Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the Society's business

Initials \_\_\_\_\_

## **Conflict of Interest**

### **I declare that I will:**

1. Openly disclose if I or my family is in a potential, real or perceived conflict of interest as soon as the issue arises and before the board or its committees deal with the matter at issue.
2. If I am not certain that I or my family is in a conflict of interest position, I will bring the matter to the President or Board for advice and guidance.

Definition: A conflict of interest arises when: an action taken for, or on behalf of, the RDTC by a RDTC Board member is affected because of private interest on the part of that individual. A conflict of interest can be potential, perceived, or real.

### **Examples:**

- Any circumstance that may result in a personal or financial benefit to a director or his family, business associate or friend. This includes, but is not limited to, accepting any payment for services rendered to the Society, including contracted work or honoraria; accessing financial or other resources for personal use, i.e. transportation, training costs, supplies, equipment, etc.
- Personal interests which conflict with the interests of clients or are otherwise adverse to the interests of the Society; Seeking, accepting or receiving any personal benefit from a supplier, vendor, or any individual or organization doing or seeking business with the Society;
- Being a director of the board or staff of another organization which might have material interests that conflict with the interests of the Society or its clients; and, dealing with matters on one Board which might materially affect the other Board;
- Any involvement in the hiring, supervision, grievance, evaluation, promotion, remuneration or firing of a family member, business associate or friend of the director;
- Individuals who serve as directors on the same board with members of their family will be subject to an immediate perception of apparent conflict of interest.

Initials \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_