



ATD-LA BOARD MEMBER CODE OF CONDUCT

This policy reflects a commitment to a standard of behavior expected of every board member and volunteer at the Los Angeles Chapter of the Association for Talent Development (ATD-LA). Board members and volunteers play a critical role as chapter leaders and should strive for the highest standard in honoring the chapter's vision and mission. All board members and volunteers must show respect, professionalism and courtesy in all their interactions to each other and to members of the organization. The Executive Committee will have the discretion to recommend to the board corrective action, including and up to termination, of a board member or volunteer found to have violated this policy.

DEFINITIONS

A *board member* is defined as one filling the role of the board position as stated in the chapter bylaws.

A *volunteer* is defined as one who has agreed to assist a board member or the chapter in any capacity for chapter operations and functions.

Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power or perceived power, over one or more persons who feel unable to stop it from happening.

Harassment can be a single event or a pattern of conduct that is based on a characteristic protected by applicable law, the effect of which is to create a board business environment that is hostile, offensive, or intimidating.

All ATD-LA board members are expected to undertake the following code of conduct during their term:

RESPONSIBILITIES

- Be informed about the organization's mission, services, policies, and programs.
- Fulfill responsibilities as described in the job description that pertains to each board member's role, found in the Position Descriptions <https://atdla.org/page-1819156> and responsibilities as outlined by each board member in their Fall or Winter Action Plans.
- Serve with integrity, respect and accountability.
- Attend at least 10/12 board and committee meetings and special events or meetings when possible. An absence of 3 or more meetings per year can result in a review of a board member's commitment to their role by the Executive Committee and appropriate action taken. Attendance at meetings does not include any months in which board meetings may not be held.
- Designate a replacement or backup for tasks, projects, reports or other relevant responsibilities in the event of an absence or emergency.
- Prepare board reports prior to each board meeting by the Wednesday before each board meeting, submit board reports to the Secretary by the due date and review meeting agenda and any supporting materials prior to each board meeting.
- Give an oral report at monthly board meetings if deemed necessary. Oral reports are expected at all monthly board meetings from the president, finance and membership directors.



- Inform others about the organization. Advocate for the organization. Serve as an ambassador for ATD-LA.
- Suggest possible nominees to the board who can make significant contributions to the work of the board.

COMMUNICATION

- Conduct all written or verbal communication with other board members, chapter administrators, peers, members or volunteers with respect and courtesy and refrain from slander, accusations or false information in any and all communications.
- In the event of conflict of interest or misunderstandings between board members, chapter administrators or volunteers, adopt the following protocols for resolving the conflict:
 - Request an in-person or virtual meeting with the Executive Committee to apprise them about the issue at hand.
 - Refrain from sending any further emails to anyone that can exacerbate the situation.
 - Follow steps or actions to rectify the situation as laid out by the president and/or committee assigned to resolve the situation.

CONDUCT, RESPECT & PROFESSIONALISM

- Demonstrate professional competence, fairness, impartiality, efficiency, and effectiveness. Promote a positive atmosphere at all board meetings or chapter events.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, honesty, and fortitude in all activities in order to inspire confidence and trust in our activities.
- Refrain from investigating or discussing another board member's performance without the Executive Committee's authorization.
- While confidential and/or sensitive information such as financial, personal and other matters concerning the organization, donors, staff or members may be included in board materials or discussed from time to time, board members must uphold the confidentiality nature of such information.
- Examples of behavior that should be avoided includes but is not limited to:
 - Aggressive behavior such as shouting, abusive language, threats of violence, making accusations or demands, or non-verbal expressions of aggression;
 - Behavior that a reasonable person would find to be demeaning, discriminating, humiliating, harassing, or bullying;
 - Communicating with an officer, president, chapter administrator or volunteer either verbally or in writing using offensive or unprofessional language or tone that would be perceived as a personal attack toward an individual, including Board Member to Board Member.

LEAVE OF ABSENCE

- A board member may request a leave of absence from the board for health, work, or other reasons that make the board member unable to participate fully or complete assignments during a term. A board member can take a three-month leave during the first year of their term. This time will count toward the requirement to fulfill the board member's duties. If a board member is unable to fulfill the requirements for completing their duties, then a president can reassign tasks or the issue can be presented to the Executive Committee for a decision.



CONFIDENTIALITY AND PRIVACY

- All board and chapter information should be handled properly in order to protect it from inappropriate access, use, and disclosure.

REPORTING INAPPROPRIATE BEHAVIOR

- Board members and volunteers should report conduct contrary to this policy on professionalism to the Executive Committee. The President or the Executive Committee shall take timely and appropriate action, as determined by the Executive Committee, to address the reported conduct in accordance with the chapter bylaws. Violations may also be reported to the ATD Chapter Relations Manager who will follow up with the President or the Executive Committee of the chapter.
- Board members should avoid actions or communications that could be perceived as retaliation or retribution for someone reporting or supplying information about a violation of this policy. The essence of this clause is to encourage board members and board volunteers to speak up and to do so within a safe environment.

ACCOUNTABILITY

- Acceptance of a board role with ATD-LA signifies acceptance of the terms and conditions outlined in this policy. Failure to observe and abide by this policy may result in corrective action as determined by the Executive Committee with approval of the board.

Board Member Signature

Board Member Name

Date