



Whitewater Kayaking Association of British Columbia

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WKABC Directors Code of Conduct – January, 2004

General Information and Background:

The Whitewater Kayaking Association of British Columbia (WKABC or the Association) recognizes that defined policies aid the work of the association's volunteers, directors, and staff, and aid in maintaining a cooperative and constructive effort in any efforts to handle the association's ongoing business.

This three-page Code of Conduct is to provide a framework within which all of the Board of Directors of the Association (collectively, the Board) shall function. This is designed to provide guidelines for behavior of Directors while representing the Association, and when dealing with other Directors, members of the Association, the media, and any other agencies that the Directors may interact with in performance of their duties, at meetings, or otherwise.

Issues specifically relating to conflict of interest are addressed in the Association's "Conflict of Interest and Ethics Policy". It is intended that this policy shall also apply to all activities of the Board. Other Policies that apply include the "Communications Policy" and "Decision Making Policy".

1. Values

1.1 Democratic Values: Directors shall act in the best interests of the Association.

- a) Directors shall give honest advice, and provide all information relevant to a decision to the other Directors.
- b) Directors shall loyally implement decisions by the Board, lawfully taken. This shall occur whether or not, as an individual, you agreed with the Board's decision. Directors shall accurately represent the Association's position and decisions, as directed by the Board.
- c) Directors shall support individual and collective accountability, and provide the membership of the Association with accurate information regarding the activities of the Association.

1.2 Professional Values: Directors shall strive to carry out their duties with competence, excellence, efficiency, objectivity and impartiality.

- a) Directors shall carry out their duties within the laws of Canada and British Columbia, as well as in accordance with the constitution, bylaws, policies and guidelines of the Association.
- b) Directors shall strive to ensure the proper, effective, and efficient use of the resources of the Association.
- c) Directors shall strive to ensure that the activities and decisions made by the Association and the Board are as transparent as possible.

1.3 Ethical Values: Directors shall act at all times in such a way as to uphold the trust of the membership of the Association.

- a) Directors shall perform their duties so that the membership's confidence and trust in the integrity, objectivity and impartiality of the Association and the Board is conserved and enhanced.
- b) Directors shall act at all times in a manner that will bear the closest scrutiny by the membership.
- c) In fulfilling their duties and responsibilities, Directors shall act honestly, in good faith, and as directed by the Board in the best interests of the Association.

1.4 People Values: Directors shall demonstrate respect, fairness and courtesy in their dealings with all individuals and organizations, including members of the Association, other Directors, and other agencies.

- a) Any exercise of authority or responsibility shall respect human dignity and the inherent value of every individual.

- b) The activities of the Association shall be conducted with openness, participation, and communication as priorities.
- c) Appointment decisions (paid and volunteer) shall be based on merit, and Directors should act in such a manner as to avoid any conflict of interest in such appointment decisions.

2. Ethics

2.1 Behaviour at meetings - Directors shall strive to ensure they:

- a) work toward a supportive and positive interaction with other Directors
- b) shall listen to the person whom is speaking
- c) avoid side discussions in the background
- d) avoid interrupting others whom are speaking
- e) avoid raised voices, or yelling
- f) are succinct and move directly to the point
- g) address "uncomfortable" topics rather than avoid them, but deal with such topics openly, yet tactfully
- h) recognize that we all get carried away at times, and may not recognize this as we are a little too involved to notice
- i) recognize that others may occasionally behave irrationally, and that it is acceptable, and appropriate in such cases, to let that person know in a tactful manner that they appear to be out of line
- j) express their opinions and listen openly to opinions of others - both are valid

2.2 General Administration - Directors shall strive to ensure they:

- a) provide a clearly written agenda which enables all of the Directors to know what will be discussed, and to do some research before hand if required
- b) avoid late addition agenda items which do not allow enough preparation or informed discussions
- c) whenever possible, give prior notice, via e-mail to the entire Board of Directors, of specific questions that require an explanation by any other Director
- d) provide any supporting documents, both for the Directors to view at meetings, and to be included with the minutes of the meeting
- e) limit "show stoppers" which halt the progress of the meeting
- f) if possible, carry forward controversial items to allow informed input, and constructive discussions
- g) establish timelines to the meetings and adhere to them
- h) show up on time and be ready to go to work

2.3 Accountability – All Directors shall:

- a) be prepared to discuss their actions openly with the other Directors
- b) be prepared to admit it when they have made an error

2.4 Representation – All Directors shall:

- a) be a part of the team and be aware that their actions reflect on the membership, the sport, the Board and the entire Association
- b) solicit input from all Directors on any issues where the WKABC, as an entity, is to be represented
- c) communicate in a timely manner that allows for sufficient feedback with all the Board before representing the WKABC on any issue
- d) not act on behalf of the Board of Directors, or the Association without prior input, agreement and approval of Directors
- e) work to support the other Directors when they represent the WKABC, no matter if the representation does not relate to your discipline, area of responsibility, or interest
- f) do not represent the WKABC in writing, without circulating any correspondence for approval by the Board, prior to sending the correspondence
- g) when representing the WKABC, all correspondence shall be on the Association's letterhead, and it should be made clear that the correspondence represents the views the entire Association
- h) when sending important e-mail correspondence, request a reply that acknowledges receipt of the message
- i) when sending e-mail correspondence which represents the Association, indicate their position as a Director on any such correspondence

2.5 Respect – All persons attending Board Meetings shall:

- a) foster respect for each other person at the meeting
- b) be respectful of others' viewpoints
- c) exhibit respectful conduct and address
- d) recognize that each person is there to volunteer, and commits a tremendous amount of his or her personal time and energy to do so

- e) recognize that we won't always agree, and that each person has a unique perspective on things

3. Compliance

3.1 Directors - All Directors shall:

- a) to the best of their abilities, comply with these guidelines
- b) adhere to the Association's Conflict of Interest and Ethics Policy, Communications Policy, and the Board Decision Making Policy
- c) adhere to any other policies which the association may implement

3.2 Attendees at Board meetings - All persons attending Board Meetings shall:

- a) comply with these guidelines

4.1 Failure to Comply

- a) Any person attending a Board meeting whom fails to comply with these guidelines can be issued a warning by a majority of the Board present upon first offence, or complaint
- b) Any person failing to adhere to these guidelines after been given a warning, can as disciplinary action, be removed from that meeting, by an ordinary motion passed by the Directors
- c) Upon failure to adhere to these guidelines after a previous disciplinary action, may have their membership privileges revoked, as a result of an ordinary motion passed at a Board meeting

4. Acknowledgement

4.1 Director's Acknowledgment - I acknowledge that I have read the above statements, understand those statements, and shall adhere to this code of conduct in my position on the Board of Directors. Further, I shall accept any ramifications should I fail to comply with this Code of Conduct.

President:

Date _____
Name _____
Signature _____

Secretary:

Date _____
Name _____
Signature _____

Treasurer:

Date _____
Name _____
Signature _____

Director of Special Needs:

Date _____
Name _____
Signature _____

Director of Canoe Polo:

Date _____
Name _____
Signature _____

Director of Communications & Club Liaison:

Date _____
Name _____
Signature _____

Director of Leadership & Coaching:

Date _____
Name _____
Signature _____

Director of Recreation:

Date _____
Name _____
Signature _____

Director of Slalom & Wildwater:

Date _____
Name _____
Signature _____

Director of Freestyle:

Date _____
Name _____
Signature _____