



Board Member Code of Conduct Policy -

Penticton Track and Field Club

1. Purpose

The purpose of this Code of Conduct is to ensure that all members of the Board of Directors of the Penticton Track and Field Club conduct themselves in a professional, ethical, and respectful manner while carrying out their duties. Board members are expected to act in the best interests of the Club and uphold its mission, values, and reputation.

2. General Expectations

Board members shall:

- Act honestly, ethically, and in good faith in the best interests of the Club.
- Support the mission and objectives of the Penticton Track and Field Club.
- Exercise reasonable care, diligence, and skill when performing board responsibilities.
- Comply with all applicable laws, bylaws, policies, and governance procedures of the Club.
- Treat fellow board members, coaches, athletes, parents, volunteers, and staff with respect.

3. Respectful Communication

Board members are expected to communicate in a professional and constructive manner.

Board members will:

- Engage in open, respectful, and thoughtful discussion during board meetings.
- Avoid personal criticism, harassment, or disrespectful behavior.

- Address concerns through appropriate governance channels rather than through public criticism or informal complaints.
- Represent the Club respectfully in communications with members, volunteers, and the public.

Once the Board has made a decision, all board members are expected to support the board decision publicly, even if they expressed a different view during discussion.

4. Confidentiality of Board Discussions

Board members will often receive information that is sensitive or confidential.

Board members shall:

- Maintain confidentiality of board discussions, materials, and decisions that are not intended for public release. Discussions at Board meetings and board emails will follow the “transparency of decisions, confidentiality of deliberations” guideline.
- Not disclose confidential information about board deliberations, personnel matters, financial issues, disciplinary matters, or other sensitive topics.
- Only share information publicly that has been approved for communication to members or the public (for example, through meeting minutes, official announcements, or designated communications).
- Board decisions may be shared once officially approved and communicated.
- Board deliberations, differing opinions, and sensitive matters must remain confidential.

What can be shared:

- Approved minutes
- Board decisions
- Adopted Policies

What should remain confidential:

- Board debate and other members’ opinions

- Personnel issues
- Discipline issues
- Financial concerns not yet public
- Legal matters
- Personal information about members or athletes

Board members must continue to respect confidentiality even after leaving the Board.

5. Collective Responsibility

The Board operates as a collective governing body.

Board members shall:

- Support decisions made by the Board.
- Avoid representing personal opinions as official positions of the Club.
- Respect the boundaries between governance (board responsibilities) and operations (coaches, staff, and volunteers).

7. Use of Information and Resources

Board members shall:

- Use Club information only for purposes related to their board role.
- Protect the privacy of members, athletes, families, and volunteers.
- Not use their position for personal gain or advantage.

8. Social Media and Public Representation

Board members should exercise caution when discussing Club matters publicly.

Board members shall:

- Avoid posting or sharing confidential or sensitive Club information on social media.
- Avoid public comments that could damage the reputation of the Club or its members.
- Direct public inquiries to the appropriate board representative.

9. Breach of the Code of Conduct

Failure to comply with this Code of Conduct may result in action by the Board, which may include:

- Discussion and clarification with the board member
- Formal warning
- Request for resignation
- Removal from the Board in accordance with the Club's bylaws