
WCHRA BOARD MEMBER CODE OF CONDUCT

As a member of the WCHRA Board of Directors I *will*:

1. Come to board meetings, committee meetings and Monthly Member Programs. If I have to miss a meeting I will inform the board president or board secretary. At Monthly Member Programs I will act as ambassador;
2. Plan to stay for the entire board meeting. If I'm not able to stay I will inform the board president before the meeting of my need to leave;
3. Be prepared. I will read the materials, prepare for my report, and ask any questions I might have;
4. Be attentive in the meeting: cell phones off, no sidebar conversations;
5. Listen carefully to my fellow board members; Consider and respect the opinions of my fellow board members; Assume good intent of my fellow board members;
6. Talk to the other person quickly, privately, and professionally if there is a disagreement;
7. Participate actively in board meetings. I am aware that my silence means approval. I will show my respect for the opinions of others by not dominating with my opinion. If I am unwilling to speak up on a topic in the board meeting, I won't discuss it elsewhere;
8. Always keep our members' needs in mind;
9. Respect and support all majority decisions of the board;
10. Keep well-informed of developments relevant to issues that affect our members and the profession;
11. Refer member complaints directly to the president;
12. Do my best to ensure WCHRA remains financially secure;
13. Do my best to ensure WCHRA operates in accord with our stated mission, goals, and objectives;
14. Give effort to doing my job well;
15. Acknowledge conflicts of interest between my personal life and my position on the board and abstain from voting or attempting to influence issues in which I have a conflict of interest;
16. Keep in mind that when I'm speaking about WCHRA I'm speaking as a board member.
17. Be a good communicator. The expectation is that we respond to email or phone messages, when response is appropriate, within 24 hours. When sending a message we will specify if it's FYI, reply all or reply to sender.

As a member of the WCHRA Board of Directors, I will *not*:

1. Criticize fellow board members or their opinions to others.

ANNUAL AFFIRMATION

To be signed or agreed to via email by each board member at the beginning of the board year. Records will be kept by the secretary.

I affirm that:

- I support board leadership; I support WCHRA's mission and activities;
- I want to invest my time and talent to the best interests of WCHRA;
- I will continue to be an active board member, do my job, and attend all board, committee meetings and Monthly Member Programs unless I notify the board president or board secretary in advance. If I am unable or unwilling to continue to execute my duties as a member of the WCHRA Board of Directors I will resign my position so that WCHRA members may have the benefit of an active board member.
- I have read and agree to abide by the Board Bylaws and the Board Member Code of Conduct.

Signed _____ Date _____

Date: _____