



Confidentiality and Code of Ethics Policy

Objective:**To ensure:**

That NCHA Board of Directors (BOD) and others partaking in board dealings adhere to the following policy.

Applicability:

This policy applies to all NCHA BOD and others partaking in board dealings.

Process:

- 1) As a BOD or member of NCHA, I will support, and be governed by the Bylaws, Articles and Constitution of the NCHA and such amendments, resolutions and policies, as may be adopted by the board.
- 2) I will keep confidential information confidential.
 - a. I will hold confidential all discussions and deliberations that may occur in the process of arriving at decisions. Information discussed while a NCHA meeting is in session is deemed confidential information.
 - b. I will consider all matters received and/or reviewed to be confidential information, including verbal discussion, letters, emails, evaluations, surveys, or any other type of communication.
 - c. I will not divulge to the general public any item, which may cause personal embarrassment or humiliation.
 - d. I understand that the position I hold on the BOD is separate from that of any other positions (Coach, Parent, etc.) I may hold within the NCHA and while the two may be similar, they do not overlap. My responsibilities to the BOD, its Confidentiality, and its Code of Ethics, remains in affect even while performing the duties of other positions I may hold within NCHA.
 - e. Revealing or disseminating confidential information received during a NCHA meeting, without prior authorization from the President of the Board of the Association, shall be considered cause for removal from the BOD. Proper notification shall be given to the offending officer regarding the reason for dismissal.



Confidentiality and Code of Ethics Policy

- 3) As a member of the BOD, I will represent the interests of all people served by this association, and not favor special interests inside or outside of the NCHA.
- 4) As a member of the BOD, I will not use board service for personal advantage or for the advantage of friends and associates.
 - a. Do not use their position to influence the placement of any player, including their own child.
 - b. Do not use their position to influence the selection of any coach or team official.
- 5) As a member of the BOD, I will respect and support the majority decisions of the board.
- 6) As a member of the BOD, I will not undermine the confidence of the general public in front of the BOD.
- 7) As a member of the BOD, I will approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- 8) As a member of the BOD, I will do nothing to violate the trust of those who elected or appointed me to the board or the trust of those the board serves.
- 9) As a member of the BOD, I will maintain the integrity of the BOD at all times, and do not initiate or participate in any activity, which will place the BOD in ill repute.
- 10) As a member of the BOD, I will honour commitments made on behalf of the BOD.
- 11) As a member of the BOD, I will focus efforts on the mission of the NCHA and not personal goals.
- 12) As a member of the BOD, I will consider myself a "trustee" of the NCHA, and do my best to ensure it is well-maintained, financially secure, growing and always operating in the best interests of those the board serves.
- 13) As a member of the BOD, I will never exercise authority, as a board member, except when acting in a meeting with the board, or as delegated by the board.
- 14) As a member of the BOD, I will fulfill any and all responsibilities specified in the job description that pertains to my particular seat on the board; further, I agree to perform, in a timely manner, such additional duties as I undertake.
- 15) As a member of the BOD, I will attend any and all meetings that are deemed necessary to conduct NCHA business, if available.
 - a. This agreement is construed to include the obligation to monitor and respond promptly to all communications within the BOD; and,



Confidentiality and Code of Ethics Policy

- b. To respond within reasonably established time-frames to the business matter(s) at hand.
- 16) I will formally notify the President and the Secretary of any inability to participate in prescribed meetings or to respond, when it is necessary, to conduct NCHA business by telephone or e-mail.
- 17) As a member of the BOD, I will seek out and arrange for another board member to assume all of my responsibilities in the event of temporary inability to fulfill these obligations.
- 18) BOD Members will resign from their position immediately when they become unable to fulfill the duties or obligations of their position for long periods of time.

Should a BOD member or other person partaking in board dealings be found to be in breach of this code of ethics, they may be subjected to a disciplinary process, by either the NCHA Board or by a disciplinary subcommittee appointed by the Board, at the absolute discretion of the NCHA BOD, and subject to penalties including dismissal from the position to which they have been elected, acclaimed or appointed, at the absolute discretion of the said NCHA BOD.

Certification

I have carefully read and I understand the NCHA Policy on Confidentiality and Code of Ethics. I am in compliance with both the spirit and letter of this Code of Ethics policy of the NCHA.

Signed: _____ Date: _____

Printed Name: _____ Position: _____

Witnessed: _____ Date: _____