

Board Member Code of Ethics

**As a Member of the Southeast Kansas Community Action Program, Incorporated Board,
I will:**

- Listen carefully and respectfully to other board members
- Respect the opinion of others
- Respect and support the majority decisions of the board
- Recognize that authority is only vested in the full board when it meets in legal session
- Keep informed of developments relevant to issues that may come before the board
- Participate actively in board and committee meetings
- Bring to the attention of the board any issues that may adversely affect the organization or those we serve
- Interpret the needs of those we serve to the organization and the organization's actions to those we serve
- Refer complaints to the proper level of our chain of command
- Understand that my job is to see that the organization is well-managed, not to manage the organization
- Represent everyone this organization serves, not a particular interest group or geographic area
- Act as a trustee of the organization, working carefully to ensure that it is well-maintained, fiscally secure, growing, and operating in the best interests of our customers
- Declare any conflict of interest between my personal life and my position on the board and abstain from voting when appropriate

**As a Member of the Southeast Kansas Community Action Program, Incorporated Board,
I will not:**

- Criticize fellow board members or the Executive Director, either in or out of the board room
- Use the organization for my personal advantage, or that of my friends, business associates, or family members
- Discuss the confidential workings of the board outside the board room
- Promise how I will vote prior to a meeting
- Interfere with the Executive Director's duties, in day-to-day management, or undermine his or her authority with staff members

Signature: _____ **Date:** _____