



# Judo Ontario Board of Director and Committee Member Code of Conduct

Approval Authority	Board of Directors	<u>March 19, 2017</u> Date
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## **POLICY STATEMENT**

Members of the Board of Directors and members of all committees of Judo Ontario shall at all times conduct themselves in a professional manner and in accordance with the Board and Committee Member Code of Conduct. The Code of Conduct is attached as Appendix A to this Policy.

## **PURPOSE**

This policy has been created to ensure that all members of the Board of Directors and of any committee of Judo Ontario adhere to common standards of personal conduct and commit to clear performance expectations in carrying out the business of Judo Ontario.

## **APPLICATION**

This policy applies to all members of the Board of Directors, to all members of Standing or Independent Committees of the Board of Directors, and to any member appointed to an operational committee of Judo Ontario.

The President of Judo Ontario shall ensure that all Directors and members of any Board committee are aware of their responsibilities as defined in the Code of Conduct. Breach of the Code of Conduct may be cause for removal of a member from service on a committee or for a recommendation to the General Membership for the removal of a Director from the Board of Directors.

## **RESPONSIBILITY**

<b>Body</b>	<b>Action</b>
President of Judo Ontario	<ol style="list-style-type: none"><li>1. Ensures that the Code of Conduct is reviewed annually at the first meeting of the Board, or as soon as practical after the election of the Board.</li><li>2. Advises the General Membership if any Board member is repeatedly/incorrigibly in breach of the Code of Conduct.</li><li>3. Assists Committee Chairs to ensure that members of committees of Judo Ontario comply with the Code of Conduct.</li></ol>
Sport Director	<ol style="list-style-type: none"><li>1. Ensure that all members of each operational committee completes and signs the notice of compliance with the Code of Conduct, and that such notice is updated annually, usually following the first meeting of each committee after the Annual General Meeting. The notice of compliance is part of Appendix A to this policy. (Note: members who have been appointed to more than one committee may</li></ol>



## Body

## Action

complete one notice, listing all applicable positions held.)

2. Advise the President of Judo Ontario annually that all members of the Board and of Board committees have signed/updated their notices of compliance.
3. Advise the President of Judo Ontario annually that all members of operational committees have signed/updated their notices of compliance.
4. Ensure that the terms of reference for each operational committee recognizes the option of the Sport Director to remove an individual as a member of the committee as a result of a breach in the Code of Conduct.



## APPENDIX A - CODE OF CONDUCT

### JUDO ONTARIO BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD

#### PREAMBLE:

The Board of Judo Ontario is elected by and responsible to the membership of Judo Ontario as defined in the Bylaws of Judo Ontario. Members of the Board, members of any committee of the Board, or any person appointed to serve on any operational committee of Judo Ontario, shall at all times be governed by applicable federal and provincial statutes, by the Bylaws, and by any policies adopted by Judo Ontario for the governance and management of its affairs. Members of the Board and of committees shall ensure that none of their actions or decisions conflict with the rules of judo.

#### GENERAL STANDARDS OF PERSONAL CONDUCT:

Members of the Board of Judo Ontario or any member of a committee of the Board or member of an operational committee appointed by the Board shall:

- Respect the rights, dignity and worth of all other persons;
- Be responsible first and foremost to the welfare of Judo Ontario and must function primarily as a member of the board or committee, not as a member of any particular constituency.
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Judo Ontario;
- Behave with appropriate decorum;
- Be fair, equitable, considerate and honest in all dealings with others;
- Exercise due diligence in upholding their fiduciary responsibility to the membership of Judo Ontario;
- Respect the confidentiality appropriate to issues of a sensitive nature;
- Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- Respect the decisions of the majority and resign if unable to do so; and
- Commit the time to attend meetings and to be diligent in their preparation for and participation in discussions.

#### GENERAL DUTIES/RESPONSIBILITIES OF MEMBERS OF THE BOARD OF DIRECTORS:

The Board of Directors of Judo Ontario shall:

1. Establish the strategic purpose and values of the organization.
2. Exercise financial oversight and fiduciary responsibility for the organization on behalf of its members.
3. Exercise risk management oversight on behalf of the organization.

4. Establish formal and informal reporting requirements between the Board and any committees of the Board, between the Board and the SPORT DIRECTOR, and (through the SPORT DIRECTOR) between the Board and any operational/management committees.
5. Establish, approve and review policies, particularly those related to governance of the organization or its members.
6. Avoid real or perceived conflicts of interest. Where a potential conflict of interest exists, a member of the Board is expected to declare the conflict and to act in accordance with established policies for resolution or avoidance of the conflict.
7. Review the performance of Board members and of the President of Judo Ontario.
8. Respect the authority of the Chair, and exercise only such authority as is granted individually or collectively by Board governance policies.
9. Respect the relationship between the Board and SPORT DIRECTOR, and the authority of the SPORT DIRECTOR over management/administration/operational processes.
10. Ensure that only the President of Judo Ontario or the SPORT DIRECTOR speaks publicly on behalf of Judo Ontario, unless another spokesperson has been specifically authorized by the Board.
11. Establish clear performance criteria (including key results and time frames) for the periodic evaluation of the performance of the SPORT DIRECTOR. Performance criteria should be objective, measurable, and in accordance with the strategic purpose and values established by the Board.

#### **GENERAL DUTIES/RESPONSIBILITIES OF MEMBERS OF COMMITTEES:**

Members of committees of the Board of Judo Ontario and persons appointed to serve on operational or other committees of Judo Ontario shall:

1. Review and be guided by the Terms of Reference for the committee.
2. Develop, in conjunction with the Board or with the appropriate staff person, an annual program of work for the committee, including performance outcomes and timelines.
3. Respect the authority of the chair of the committee, and communicate to the Board and to staff through the chair or through such lines of communication as may be established by the Board or by management.
4. Avoid and declare potential conflicts of interest, according to Board policies and procedures.
5. Prepare for and participate fully in all discussions and decisions of the committee.
6. Ensure that decisions that create budgetary implications or expose the organization to potential risk are flagged for specific attention by the Board.
7. Ensure that budgetary constraints are known and respected.



I certify that I have read and agree to comply with the Code of Conduct for members of the Board and Committees of Judo Ontario.

Name: \_\_\_\_\_

Position(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_