

## Sample Board of Trustees Code of Conduct

As a members of the Board of a 501(c)(3) nonprofit organization, we recognize a special responsibility to serve the public interest and welfare. We are dedicated to conducting ourselves always with the highest degree of integrity and honesty in support of our mission and upholding the good reputation of our organization. This is the common duty and responsibility of all board members, volunteers, and staff.

### **As a member of the Board of Trustees, I will:**

- Recognize that authority is vested in legal meetings of the board, not individual board members and support the majority decisions of the board;
- Stay informed about developments and issues that may come before the board to which I owe my best judgment;
- Act always in good faith and with the care and diligence that a prudent person in this position would exercise;
- Attend a majority of meetings, and participate in discussions and actions of the board;
- Ensure that the organization is financially secure and that funds are appropriately used to achieve the goals of the organization and in keeping with the wishes of our donors;
- Use organizational resources only for their intended purpose and never convert them to personal use;
- Recommend and promote transactions only in the best interests of the organization;
- Declare any conflicts of interest (real or apparent) between my personal/professional life and my position on the board, and abstain from voting or participating whenever appropriate;
- Honor the confidentiality of board proceedings and financial reports;
- Conform all my actions to the requirements of the law and ethical principles;
- Recognize that my job is to ensure that the organization is well-managed, not to manage it myself and treat staff and other volunteers respectfully at all times.

Signed on this date \_\_\_\_\_

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Board Member