



Being elected to serve on the SCP Board of Directors is a high honor and privilege, but one that carries with it a serious responsibility to serve the interests of SCP and its members. It is the desire of the Co-op that all Board members should conduct themselves and perform their duties in an exemplary fashion, the position of leadership that has been bestowed upon them by the membership.

Board members must also recognize that the Board acts only as a collective entity. Success depends on the contributions of all Board members and their ability to work well together. With the goal of embedding these core principles into the culture of the Board, this Policy establishes standards of conduct expected of each Board member.

General Expectations:

1. Support the mission, purposes, goals, policies, and programs of Stanwood Cooperative Preschool and to abide by such Bylaws and policies
2. Suggest as possible nominees to the Board, members who can make significant contributions to the work of the Board and the progress of the school.
3. Serve actively on one or more committees, as requested by the President.
4. Provide input and feedback on the performance of staff members as requested by the President.
5. Attend activities and events sponsored by the preschool whenever possible.
6. Train and mentor Board replacement.

Meetings:

1. Suggest agenda items for Board and committee meetings to ensure significant policy-related matters are addressed.
2. Prepare for, and participate in, Board and committee meetings. If you are unable to attend a meeting, notify the secretary or committee chairman. Continued unexcused absences will be considered voluntary resignation.
3. Ask timely and substantive questions at Board and committee meetings, consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board.
4. Maintain confidentiality of the Board's discussions during executive sessions.
5. Speak for the Board only when authorized to do so.
6. Give open and fair consideration to diverse and opposing viewpoints.
7. Exercise independent judgment, and should not hesitate to express dissenting opinions in an appropriate manner during Board deliberations.

Confidentiality:

Maintaining the confidentiality of the Board's deliberations (especially those held in executive session) is essential to having full and frank discussions necessary for effective decision-making.

1. Do not disclose any matters addressed in executive session to anyone not entitled to participate therein.
2. Do not disclose confidential or proprietary information obtained as a result of Board service to anyone outside the Board or authorized SCP staff.
3. Do not, in disclosing anything about the Board's deliberations, discuss or disclose the votes of the Board or of individual Board members (including his/ her own) unless the Board has made these votes public, or negatively characterize the positions of the Board or the points of view taken by any members of the Board.
4. Do not disclose anything about Board actions or deliberations if the Board has determined to defer announcement of that action or to control the dissemination of that information.

Relations among Board Members:

1. Each Board member must foster an environment of respect, cooperation and collegiality.
2. Do not unduly disrupt the Board from operating in an efficient and effective manner.
3. Treat other Board members with courtesy and allow other members of the Board to express their views, without interruption.
4. Respect the differing opinions of others. Board members may disagree on issues, but disagreements should be directed at the issue; personal ad hominem attacks are not acceptable.



5. Never undermine, sabotage or falsely impugn another Board member. This is not intended to detour a Board member, acting in good faith, from reporting a suspected violation of this Policy or from separately filing a disciplinary complaint with the President regarding an alleged violation by another Board member.

Avoiding Conflicts of Interest:

1. Serve and act in the best interests of the school, rather than any special interest group or constituency.
2. Avoid acts or situations that would be, or could appear to be, conflicts of interest with duties and responsibilities to the school.
3. Disclose any conflicts or possible conflicts to the President in a timely fashion.
4. Never accept or offer favors or gifts from, or to, anyone who does business with the school, or who has benefited, or may in the future benefit, from activities or programs of the school.

Support of Board decisions:

1. Accept and publicly support Board decisions.
2. Be an ambassador of SCP and, subject to confidentiality of this agreement, to promote the activities and actions of the Board with membership and must stay faithful to the intent of the Board as expressed in its official statements, and should not reinterpret or re-characterize the Board's actions to reflect his/her own view.
3. While having the right and responsibility to exercise independent judgment and to express dissenting opinions during Board deliberations, a Board member also has the obligation outside the Boardroom to respect and support decisions of the majority, even when the Board member dissented from the majority view.
4. A Board member who does not support a Board decision may express his/her opposition within the Board in an appropriate manner.
5. Do not take actions publicly or with respect to the membership that have the purpose of undermining the decisions or actions of the Board.
6. A Board member who intends to publicly oppose a Board action should resign his/her position on the Board before doing so.

Financial Fiduciary Responsibility:

1. Exercise prudence in the control, use, and transfer, of school funds. To ensure that the financial and business affairs of SCP are, to the best of the Board member's awareness, managed in a responsible manner
2. In good faith, read and understand the school's financial statements and its gift, investment, and grant policies.
3. To act always in good faith and in the best interests of the preschool, above any personal interest
4. Assist the Board to fulfill its fiduciary responsibilities.

Fundraising:

1. Make an annual donation to the school according to personal means, with the realization of the leadership role each Trustee of the Board plays in fund development and achieving the school's mission.
2. Assist the school by implementing fundraising strategies through personal influence with others.
3. Participate actively in school fundraising special events, programs, and activities.

I agree to perform my duties as an Officer of the Stanwood Cooperative Preschool consistent with the above expectations. If I have questions or concerns about performance of my duties, I will consult with and seek guidance from the President of the Executive Board. I understand that a violation of any part of the guidelines above will result in my removal from the board.

Printed Name / Board Position

Signature

Date



COMPLIANCE WITH THIS POLICY:

1. Board members are expected to use good faith efforts to comply with this Policy. A Board member who is unsure about the interpretation of a particular Standard of Conduct should consult with the President of the Board. If a Board member is unable to carry out the material responsibilities of his/her position or to conduct him/herself in a manner consistent with this Policy, the Board member should consider voluntarily resigning his/her position on the Board
2. A Board member or members who wish to bring a complaint under this Policy must do so in writing, addressed to the President of the board or the Secretary should complaint be against the President. The President or Secretary (excluding any member who is personally involved in the complaint) will then determine a course of action for handling the complaint, including:
 - a. Determine that the complaint does not warrant further action. If a Board member who reported the complaint is not satisfied with that decision, he/she may submit the written complaint to the entire Board for further consideration.
 - b. Mediate between the Board member(s) who reported the complaint and the alleged violator(s), with an outcome agreeable to all parties. All mediations must have written documentation transcribing violations and resolutions. See attached "Board Member Action Plan"
 - c. Create an action plan describing the offense as well as steps to correct the violation and prevent another violation from occurring. All documents must be signed and dated by all parties involved.
3. Any complaint made under this Policy, any and all proceedings of the Board and any outcome of such proceedings – other than a public reprimand, suspension, expulsion or other outcome that necessarily involves disclosure – shall be considered confidential.
5. If the President / Secretary determines that a Board member has violated this Agreement, corrective measures will be required of the offending Board member, in writing, signed and dated. Should this be a second offense, in any part of this agreement, or should the Board member disregard, or refuse to comply with remedial actions specified by the Board Member Action Plan, actions will be initiated to remove the Board member from the board for the rest of the school year. This will be executed through an anonymous vote. The vote with 2/3 majority will pass.
6. If the offending Board member does not cooperate with the decision, the Board may take further action as it deems appropriate. The offending Board member may contest the decision of the Board at the next membership meeting, where in doing so understands all written material compiled relating to the agreement violation(s) will no longer be confidential and will be given to the Membership prior to a vote to reinstate the removed board member. The membership vote with 2/3 majority will pass.
7. If a Board member is removed from the board for a violation relating to: confidentiality, relations among board members or conflicts of interest; the offending member is banned from any further service on any board at SCP. All other board removals will only be in effect for the pertaining school year and the removed board member can apply for a position on the board for the next school year.

Printed Name

Signature

Board Position

Date



Board Member Action Plan:

Board Member, in violation, Name: _____ Policy Violation: _____

Reporting Board Member(s) Name: _____ Date: _____

Details of violation:

Action Plan (use reverse side if more space needed):

I agree to the action plan set forth above and will not violate the board member agreement again, in any way. I have reviewed the Board Member Agreement, in its entirety with the President of the board and understand how what I did that was out of compliance. I understand that if I do not comply with this action plan, the remaining board members will take a vote on my position remaining on the board.

Signed (offending member): _____ Date: _____

Signed (reporting member): _____ Date: _____

Was there a vote to remove? Y N Date of Vote: _____ Votes for removal: _____ Votes against removal: _____