

# USGBCSF Chapter Code of Conduct Policy

All US Green Building Council South Florida Chapter (hereinafter "Chapter") Board members must sign and agree to abide by this policy when they become elected or appointed and annually thereafter. As a member of the Board of Directors, I shall:

1. Attend Board, committee and Branch meetings, attaining the minimum target attendance rate set by the Board.
2. Listen attentively to other Board members.
3. Accept and support all decisions of the Board and work with fellow Board members in a spirit of cooperation.
4. Exhibit respect for individual Board members even though I may not agree with them or their opinions, setting aside personal differences and consistently striving to construct my interactions and comments in a positive, truthful and kind manner.
5. Avoid criticizing or disparaging fellow Board members or their opinions inside or outside of Board meetings.
6. Vote according to my individual conviction and respectfully challenge the reasoning of others when necessary.
7. Be thoroughly prepared to vote on issues through studying of materials and attentive focus on Board discussion, thus being fully informed on issues.
8. Maintain and respect the confidential nature of Board deliberations.
9. Participate actively and honestly in Board meetings and not discuss elsewhere what I am unwilling to discuss in our transparent Board meetings.
10. Bring to the attention of the Board any issues I believe will have a significant effect -- positive or negative -- on our Chapter or those we serve.
11. Conduct my organizational and operational duties with positive leadership exemplified by open communication, dedication, courtesy, responsiveness, creativity and compassion.
12. Acknowledge conflicts of interest between my personal/business life and my position on the Board, and abstain from attempting to influence or vote on issues in which I am conflicted; sign and comply with the Chapter's Conflict of Interest Policy.
13. Support the Chapter's fund-raising efforts through personal giving in accordance with my means (to both annual funds and capital drives), and/or be willing to participate in the solicitation of others.
14. Acknowledge that the Chapter's President is the primary spokesperson and chief executive officer for the Chapter and the Board; in that regard, steer clear of acting as voice for the Board or Chapter unless specifically authorized to do so.
15. Learn and consistently use designated institutional channels when conducting Board business; promptly respond to staff and volunteer communications.
16. Refrain from actions and involvement that might prove embarrassing to the Chapter, and resign from my Board position if such actions or involvement develop.
17. Understand the role of the Board as a policy-making body and avoid participation in administration policy.
18. Recognize that my job is to ensure that the Chapter is well-managed, not necessarily to manage the organization.
19. Refer complaints and concerns directly to the proper level of the chain of command.
20. Respect the position of the Chapter's chief staff executive and not interfere with his/her duties, undermine his/her authority, or otherwise hinder his/her ability to fulfill delineated responsibilities.
21. Conduct the business of the Chapter according to Dynamic Governance, a system that relies heavily on individuals who are willing to focus on the mission of the organization, always working positively and cooperatively toward moving the mission forward.
22. Be accountable, responsible and diligent with regard to Chapter assignments.

I agree, in the event that my Board commitment cannot be carried out, for whatever reason, to immediately notify the Chapter and tender my resignation in order to pass my responsibilities quickly and smoothly to another volunteer. I further acknowledge that I have read and freely support this Code of Conduct for the Chapter Board members, and that violation of these points may result in dismissal from the Board.

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

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