



Code of Ethics for Board Members

The purpose of this Code of Ethics for Board Members is to help ensure that all Board Members of the Boys & Girls Club of Woburn adhere to and promote proper ethical standards, abide by the law, and preserve the organization's integrity, reputation, professional and business relationships.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of the Boys & Girls Club of Woburn and its mission. This code was approved by the Board of Directors on March 12, 2008.

Pledge of Personal and Professional Conduct

- **Integrity** -- I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** -- I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
- **Diversity** -- I will support and value diversity -- promoting an environment that embraces the similarities and differences all people bring to the organization.
- **Respect** -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** -- I will take responsibility for my actions and decisions and remain a careful steward of the Boys & Girls Club of Woburn funds and resources.
- **Compliance** -- I will comply with the Boys & Girls Club of Woburn Code of Ethics and will not knowingly disobey any laws and regulations affecting the Boys & Girls Club of Woburn.

Professional Practices

As volunteer leaders of the Boys & Girls Club of Woburn, board members should model the highest standards of ethics and individual conduct. While the "Pledge" outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to the work of Boys & Girls Club of Woburn Board Members. The points below are not intended to be all-inclusive. Board Members are encouraged to utilize their own good judgment in maintaining the highest standards of ethics.

Mission:

The mission of the Boys & Girls Club of Woburn is to inspire and enable all young people, especially those who need us most, to become productive, responsible and caring citizens.

- I will work to ensure that all of the Club's programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.
- I will work to ensure that the Club's mission is responsive to our youth constituency, communities served by the organization and is of value to our society at large.

Governance:

- I will commit myself to faithfully carrying out my duties and advancing the mission of the Boys & Girls Club of Woburn.
- I will work cooperatively with others, determined to be a cohesive and integrated member of the team working towards a common purpose and celebrating a shared set of principles.
- I will encourage the full and open discussion of issues entrusted to me and will ensure that others have a genuine opportunity to be heard.
- I will fairly and frankly state my opinions on matters and carry out final decisions of the Board or management, even if I originally disagreed.
 - I will reveal any perceived, potential or actual conflicts of interest to either the Board Chair or the Chair, Audit, Compliance & Oversight Committee and will withdraw from the meeting room during any discussion, review and voting in conjunction with such matters.

Conflicts of Interest:

- I will not place my personal interests in conflict with the interest of the Boys & Girls Club of Woburn and will avoid any conduct that may impair my judgment with respect to the Boys & Girls Club of Woburn.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.
- I will not accept from or give to any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor.
- I will not ask for or receive cash, kickbacks, bribes, gifts or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for the Boys & Girls Club of Woburn.

Assets, Financial Reporting and Transactions:

- I will do my part in ensuring that the Boys & Girls Club of Woburn complies with prescribed accounting policies and procedures at all times by reviewing monthly financial reports at Board meetings and supporting the work of the Audit, Oversight and Compliance committee as needed.
- I will do my part in ensuring that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unethical or unlawful purpose.

Fundraising:

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will do my part to ensure that donated resources are used in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

Confidential Information:

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with the Boys & Girls Club of Woburn for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all information shared on sensitive issues, such as compensation and performance data.

Political Contributions:

- I will refrain from making - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of the Boys & Girls Club of Woburn.
- I will refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of the Boys & Girls Club of Woburn, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigations

Upon receipt of the Code of Ethics, each Board Member will agree in writing to comply with the Code of Ethics (Certificate on Page 4).

Ethics Committee:

- Audit, Compliance & Oversight Committee

Questions and Reporting:

- Any questions regarding the Code of Ethics, its' interpretation or application should be directed to the Chair, Audit, Compliance & Oversight Committee.
- If a Board Member knows of a violation of the Code of Ethics, he/she should immediately report it to the Chair, Audit, Compliance & Oversight Committee. If a Board Member is concerned that he/she may not be in compliance with the Code of Ethics, he/she should complete the appropriate Disclosure Statement (copy on page 5), and the Audit, Compliance & Oversight Committee will provide a written response.

Follow-Up:

The Chair, Audit, Compliance & Oversight Committee will promptly investigate all alleged Code of Ethics violations and will recommend action if required, to the Chair, Board of Directors.

The Code of Ethics Certificate and Disclosure Statement will be submitted annually by each member of the Board of Directors.



BOYS & GIRLS CLUB
OF WOBURN

Code of Ethics Certificate

I acknowledge that I have received and read my personal copy of the Boys & Girls Club of Woburn Code of Ethics. I understand that I am responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics. The certificate process is mandatory for all Board Members.

To the best of my knowledge, I am in compliance with this policy.

Printed Name

Signature

Date

Please sign and date this certificate and return it to:

Frederick J. Metters, Executive Director
Boys & Girls Club of Woburn
Charles Gardner Lane, Woburn, MA 01801

Thank you!



BOYS & GIRLS CLUB
OF WOBURN

Code of Ethics Disclosure Statement

I acknowledge that I have received and read my personal copy of the Boys & Girls Club of Woburn Code of Ethics. I understand that each member of the Board of Directors is responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics.

I may not be in compliance with such policy, due to:

Print Name

Signature

Date

Please sign and date this certificate and return it to:
Chair, Audit, Compliance & Oversight Committee
Thank You!

Audit, Compliance & Oversight Committee's Review and Comments

- You are in compliance with the Code of Ethics Policy.
- You are not in compliance with the Code of Ethics Policy.

In order to be in compliance:

Chair, Audit, Compliance & Oversight Committee Signature

Date