



# Board of Director – Information Sheet

**Role** \_\_\_\_\_

**First Name** \_\_\_\_\_

**Middle Initial** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Postal Code** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Birth Date** \_\_\_\_\_

**Membership paid?** Yes / No



# Code of Ethics Oath

I \_\_\_\_\_, the undersigned representative or member of the Board of Directors of Friends of the Helen Schuler Nature Centre Society (hereafter referred to as the Friends of HSNC) do pledge myself to observe strict secrecy regarding the affairs of all bodies, individuals, and subjects which I will learn while exercising my functional capacity, and will take all steps necessary to preserve the confidential nature of such information when I leave this position.

## Conflict of Interest

1. No Director or member of the Society or any members of the Society's Committees shall participate in any discussion nor vote on any matter that could result in direct or indirect benefit to:
  - a. The individual or any of their family
  - b. Any business or commercial organization in which the individual or their family, individually or collectively hold any significant business interest.
2. Purchases in excess of \$1,000.00 per annum from companies in which a board member, committee member or employee holds an interest as defined above must be reported to the board at the next meeting following the achievement of the threshold. In all cases, the members of the Friends of HSNC will be required to exercise due diligence in ensuring purchases are made on a competitive basis.
3. When a director or member of the Society or member of a Committee of the Society is not entitled to vote on a resolution because of a conflict of interest, s/he shall declare so before discussion begins and shall leave the room until the matter has been concluded.

## Criminal Record Check

All employees, Committee members, and Directors acknowledge and agree that the Friends of HSNC may require or conduct criminal record or other checks, as a condition of employment, appointment, or election, which may result in termination from the position.

- a. Any manager, employee, representative, Committee member, or Director convicted of an indictable offence shall be subject to immediate termination.
- b. Any manager, employee, representative, Committee member or Director convicted of a summary criminal offence may, at the discretion of the Board of Directors, be subject to termination. Violation of this Code of Conduct and Ethics will, unless otherwise determined by the Board of Directors, result in termination of the employment or directorship.

I have read, understood, and agree to comply with the Code of Conduct and Ethics of the Friends of HSNC as outlined above.

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

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