

## **DUTIES AND OBLIGATIONS OF MEMBERS**

The following ethical guidelines will serve as a Code of Conduct for members of the Board of Directors of the Leeds, Grenville and Lanark District Health Unit in fulfilling their responsibilities and governance mandate:

- Prior to accepting appointment to the Board, potential members shall be advised that active involvement with the Leeds, Grenville and Lanark District Health Unit Board requires an estimated minimum monthly contribution of eight (8) hours. Board of Health meetings are held usually the third Thursday of each month at 4:00 p.m. with the exception of July and August. Attendance at Alpha meetings is encouraged and is for two days, twice annually.
- Board Members shall adhere to Board of Health Policies, Procedures, and By-Laws.
- Board Members shall represent the best interests of the public, and community's health, and the respective programs of the Leeds, Grenville and Lanark District Health Unit.
- Board Members shall attend and actively participate at Board meetings, and contribute to discussion of issues in a positive, dignified, and mutually respectful manner, and in the best interest of the Board, with the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
- Board Members shall ensure that business is conducted professionally, with respect and commitment for the rights of the public in accordance with the principles outlined in the Human Rights Code and the Charter of Rights and Freedoms.
- Board Members shall acknowledge the roles of both the Board Chair and the Medical Officer of Health/CEO, and their respective responsibilities in relation to the Board, and its governance mandate. In the absence of the Board Chair, the Vice Chair assumes the authority and responsibilities of the Chair.
- No Board Member except the Board Chair shall purport to speak on behalf of the Board unless they have specific authority to do so.

- Interaction with Health Unit staff is normally conducted through the Board Chair and the Medical Officer of Health/CEO. While there may be occasions when Board Members find it necessary to contact the respective Program Director to discuss existing information on program related matters, no individual Board member shall give orders or directions to any member of the Health Unit Staff, or interfere with the operational aspects of the Health Unit.
- Board Members shall treat in-camera information as confidential, until disclosure is approved by the Board, and authorized by the Board Chair.
- Board Members shall avoid any conflict of interest with respect to their fiduciary responsibilities; this includes situations wherein they may place themselves in a position of conflict of interest. At the Annual Meeting, Board members will sign the conflict of interest statement, indicating their awareness and understanding of conflict of interest.

As a Board Member I am prepared to respect the role of the Officers.

I do swear and solemnly affirm that as a member of the

LEEDS, GRENVILLE & LANARK DISTRICT BOARD OF HEALTH,

I confirm that I have read the duties and obligations as outlined and am bound to adhere to and respect these and other policies and procedures applicable to the Board in the performance of my duties, and I undertake to do so.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(City) (month)

Sworn or affirmed by \_\_\_\_\_

(Signed)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Position