

Geneva Glen Code of Conduct and Expectations

CODE OF CONDUCT AND ETHICS

I. BOARD MEMBER OBLIGATIONS

This Code of Conduct and Ethics is designed to promote honest, ethical and lawful conduct by all employees, subcontractors, business associates, volunteers, officers and directors of Geneva Glen Camp. This Code is intended to help you understand Geneva Glen's standards of ethical business practices and to stimulate awareness of ethical and legal issues that you may encounter in carrying out your responsibilities as a Board Member of Geneva Glen.

The actions of Board Officers and Members affect the reputation and integrity of Geneva Glen Camp. Therefore, it is essential that you take the time to review this Code and develop a working knowledge of its provisions. Board Members are expected to attest to understanding and being in compliance with the Code upon becoming a Board Member, and thereafter recommit? on an annual basis.

At all times, you are expected to:

- **Avoid conflicts** between personal and professional interests where possible;
- **Comply with Geneva Glen's Conflict of Interest Policy and disclose any conflict** to the Board of Directors and otherwise pursue the ethical handling of conflicts (whether actual or apparent) when conflicts or the appearance of conflicts are unavoidable;
- **Provide accurate and complete information** in the course of fulfilling your obligations and communicate information in a timely manner;
- **Provide full, fair, accurate, timely, and understandable disclosure** in documents required to be filed by Geneva Glen with regulators and in other public communications made by Geneva Glen;
- **Comply with all applicable laws, regulations and Geneva Glen policies;**
- **Seek guidance** where necessary from the Board Officers or Camp Director;
- **Be accountable personally** for adherence to this Code.

A Board member shall:

- Devote time, thought, and study to his or her duties as a member of the Geneva Glen Camp Board of Directors.
- Be an ambassador for the camp. A member of the Geneva Glen Board will be familiar with and be vocal in supporting the camp, and to allow his/her name to be used in support of the camp's mission.
- Contribute to Geneva Glen's development efforts, including strategic planning for development, communication with GG alumni, financial support and active involvement in annual and capital giving. 100% of Board members are expected to give annually and work on active development campaigns. Board involvement in campaign events and individual board performance in the campaign sets the pace for the success of the overall effort.
- Make a personal financial contribution to Geneva Glen Camp. Every board member is expected to make a cash donation, as distinguished from in-kind contributions of time and resources, on an annual basis. It is expected that, while in service as a member of the Geneva Glen Board of Directors, Geneva Glen will be a preference in terms of the director's charitable giving.
- Know, understand, appreciate, and promote the camp's origins and history. The board member shall learn how Geneva Glen functions - its uniqueness, strength, and needs and its place in outdoor education, child development, and leadership training.
- Understand the role of the board as a policy making and oversight body and shall avoid active involvement in Geneva Glen Camp management.
- Be mindful of the Board's responsibility to be a thoughtful steward of the lands and natural resources that comprise GG's camp property, and provide oversight in the management of these lands in a way that provides for the maintenance of a healthy functioning natural environment while ensuring the safety and enjoyment of current and future generations of campers.
- Participate in at least one standing committee of the board. Be willing to chair a committee, support and serve on a second committee if time allows, and participate in committee work between meetings.
- Prepare for, regularly attend, and actively participate in the Board meetings and committee assignments. Attendance of 80% of the meetings is the standard minimum.
- Assist in identifying candidates for committees and board member positions. Recruitment of open positions should consider current needs, balance and blend of skill sets/experience and the commitment and loyalty a candidate demonstrates toward the camp's mission.
- Be assigned by the president to mentor a new member for one year after coming on the board, particularly if they have recommended that person, providing them with the knowledge of the inner workings of camp, background and historical information, and bringing them up to speed with current issues and needs.

- Be able to articulate the camp’s Mission Statement, its goals, and its objectives. Be mindful of the Board's responsibility to be a steward of the ideals expressed in the GG mission statement, and its goals and objectives.
- Be familiar with the bylaws of Geneva Glen Camp, and comply with conflict of interest policies and requirements prescribed in the bylaws. If in doubt it is the Board member’s responsibility to seek guidance as board policy and state law require.
- Accept and attend to the legal and fiscal responsibilities of board membership.
- Base his or her vote when conducting board business upon all information available in each situation and exercise his or her best judgment in making decisions based on assessment of GG’s best interests. Individual Board members shall be willing to support the majority decision of the board and work with fellow board members in a spirit of cooperation.
- Maintain the confidential nature of sensitive or proprietary camp information, including board deliberations. This includes written and oral communications concerning any executive session.
- Understand that the Board President serves as the spokesperson for the board. Other board members shall avoid acting as spokesperson for the board unless specifically authorized to do so.
- Use appropriate channels of communication when conducting Board business and shall advise the Board President and the Executive Director of serious concerns raised by parents, campers, staff or other constituencies of Geneva Glen Camp.
- Take care to separate the interests of Geneva Glen Camp from the specific needs of a particular child or constituency.
- Refrain from actions and involvements that may prove embarrassing or damaging to the camp.
- Use your affiliations and relationships to assist in forming collaborations, partnerships and strategic alliances that meet Geneva Glen goals and address community needs.

Except as otherwise provided by Geneva Glen Camp bylaws or Board policy, a Board member shall not use the position, authority, title, influence, or prestige of being a Board member to secure special privileges for the benefit of the Board member, Board member's family members, or others.

A Board member who finds that she or he cannot meet the requirements of this Code of Conduct is expected to resign. A Board member who fails to meet the requirements of this Code of Conduct and does not resign may be removed from the Board as provided in the camp bylaws.

Board member Signature *Date*

Board President Signature *Date*