



The Northern Association of Community Councils
Policy and Procedure Manual
Table of Contents

Section 5.0	Board
5.01	Ethics and Responsibilities
5.02	Conflict of Interest
5.05	Media Relations
5.10	Board Per Diems
5.15	Annual Conference Delegates Remuneration



Northern Association of Community Councils
Policy and Procedures
POLICY

Section: Board of Directors
Title: ETHICS AND RESPONSIBILITIES

Number: 5.01
Page: 1 of 1

Each Board member, acting under the highest ethical standards shall

1. Assure the opportunity for highest quality support and programming for all communities.
2. Observe relevant federal, provincial and educational laws and regulations.
3. Accept office as a Board member as a means as unselfish community service.
4. Take official actions only in sanctioned Board settings.
5. Represent the entire community without prejudice, favoritism or personal obligation.
6. Remember at all times that each Board member is only a part of the NACC team.
7. Maintain strictest confidentiality of all information presented, to be presented, or articulated in any manner within, the Board
8. Employ competent, trained and certified personnel
9. Present controversial issues fairly and without bias.
10. Ensure that there will be no attempt to attain personal, professional, political, or financial gains by the improper use of this office.
11. Act and perform in a professional and dedicated manner at all times when engaged in Board business. Extra care and caution will be given when representing the Board when outside the community to ensure that there is no latitude available to question the dedication or performance of the Board or any member. •
12. Strive to attend every meeting and function of the Boar. Failure to attend three consecutive regular meeting, without due cause, may result in removal from the Board.



Northern Association of Community Councils
Policy and Procedures
POLICY

Section: Board of Directors
Title: CONFLICT OF INTEREST

Number: 5.02
Page: 1 of 1

1. No Board member shall have any monetary interest in, or receive or expect to receive any profit or benefit from any contract, agreement, or engagement taken, made entered into, either in his own name or in the name of another Board of which he is a member, and any such contract, agreement, or engagement shall be deemed void
2. A Board member shall not be an employee of the Association.
3. A Board Member shall not engage in any activities which create a conflict of interest, or might appear to conflict, with their responsibilities and obligations with NACC. Good judgment is essential, and no list of rules can provide for all of the possible circumstances that arise. Decisions involving a conflict of interest may create an appearance of impropriety which should be avoided. This would include, but is not limited to, making any decisions; taking any actions; or seeking to influence any decision or action that may appear to create or does create a conflict of interest.

Best Interest of NACC

Each Board Member should act in the best interests of the Northern Association of Community Councils, always using good judgment.

Suppliers of Goods or Services

An Board Member who has a direct or indirect interest (whether through family or business connections) in suppliers of products or services to NACC, or an interest in contractors or potential contractors who would do business with NACC, shall not act or be involved in decisions with respect to that interest.

Disclosure

A Board Member will provide full disclosure of any business, personal or financial interest in which the employee might influence (or might appear to influence) his or her official decisions or actions on behalf of NACC. Disclosure should be made on prior to decision making involvement to the President.

Personal Gifts

Personal gifts from or to people whom NACC has a business relationship are not permitted. Personal gifts should be politely declined or returned.



Northern Association of Community Councils
Policy and Procedures
POLICY

Section: Board of Directors
Title: MEDIA RELATIONS

Number: 5.05
Page: 1 of 1

It is the policy of The Northern Association of Community Councils to respond to news media questions/inquiries effectively, accurately and on a timely basis to help promote public understanding of NACC services, activities and issues. Effective communications with the news media shall be accomplished both responsively and pro-actively.

NACC is committed to free and open provision of information about our mission, programs, services, initiatives, policies, and our role as a public agency serving our communities.

Guidelines

1. The President, in conjunction with the Board of Directors, serves as the NACC spokesperson; and all external communications must be reviewed and approved by the President.
2. When appropriate, staff members may be requested to provide a response to media inquires.
3. The President ensures effective and timely responses to calls from the news media.
4. The President works cooperatively with the Board of Directors, Communities and other service organizations in both responding to inquiries and acting pro-actively through such methods as news releases and telephone/personal contacts to increase public understanding and knowledge.
5. If a call or request for information from the media is received:
 - a. Get the name, number, and media outlet of the reporter, topic and deadline (if possible).
 - b. If the reporter has specific questions, note them.
 - c. Advise the reporter that you will contact the President with the request.
 - d. The President shall coordinate with the appropriate person to provide the requested information. It is important that response to media requests are in a professional and timely manner, within reasonable limits of staff availability and resources.



Northern Association of Community Councils
Policy and Procedures
POLICY

Section: Board of Directors
Title: BOARD PER DIEMS

Number: 5.10
Page: 1 of 1

President **\$90.00/day Per Diem**

Executive Board **\$75.00/day Per Diem**

Board **\$75.00/day Per Diem**

*** 1 day meeting = 2 travel days**

*** 2 day meeting = 2 travel days**

Implementation Date:

Review Date:



Northern Association of Community Councils
Policy and Procedures
POLICY

Section: Board of Directors
Title: ANNUAL GENERAL CONFERENCE
DELEGATES REMUNERATION

Number: 5.15
Page: 1 of 1

Delegates **\$40.00/day Per Diem**
 \$45.00/day - private accommodation

- **At no time shall a member of the organization collect a duplicate expense allowance.**
- **Staff will be reimbursed at the same rate for meals and mileage.**
- **Per Diem shall be paid to Board members for attending meetings or events in the furtherance of the objectives and goals of N.A.C.C.**