

### 1.5.3 FSA Directors Agreement & Code of Conduct

---

Every BCIT Faculty & Staff Association (“FSA”) director is required, upon joining the board of directors, to sign the FSA Directors’ Agreement & Code of Conduct (the “Agreement”), and, furthermore, to sign an new Agreement each year thereafter for as long as they are serving on the board.

1. At the start of their initial term of office and on June 1 of each subsequent year they serve on the board, Directors will read and sign the FSA Directors’ Agreement & Code of Conduct (contained in Appendix A)
2. The FSA Directors’ Agreement & Code of Conduct (Appendix A) contains critical guidance for behaviour of FSA directors, including actions and consequences if the Agreement is violated.
3. The FSA Directors’ Agreement & Code of Conduct will be reviewed yearly by the Policy Trustee and FSA Management following the process outlined in policy 1.5.10 Policy Development. A policy review may be triggered early if a pressing need to review the policy is raised.
4. As well as being posted on the FSA website in the Bylaws & Policies page, a copy of this policy will also be included
  - 4.1. in the FSA Board Governance Manual available on the FSA website
  - 4.2. in the yearly Campaign Guidelines for candidates running in FSA board elections.

## Appendix A

I \_\_\_\_\_ agree that as a member of the BCIT Faculty & Staff Association Board of Directors accountable to the FSA membership, I have a legal and moral responsibility to ensure that the FSA Board does the best governance work possible in pursuit of its purposes. I believe in the purposes, vision, mission, and values of the FSA and I shall act responsibly and prudently as an FSA governing member of the board of directors.

As part of my responsibilities as a member of the Board of Directors:

1. I shall abide by the FSA constitution, by-laws, policies, and all relevant legislation.
2. I shall have the members' collective wellbeing as my first priority in the governing the organization.
3. I accept my fiduciary duty to ensure that the FSA and its resources are dedicated to the collective benefit of its membership. I am legally responsible, along with other members of the Board of Directors, for the FSA.
4. I accept fiscal responsibility, along with other members of the Board of Directors, for the FSA. I shall become familiar with the FSA's policies and financial statements to ensure appropriate oversight of its services and operations.
5. I shall act in the best interests of the FSA, and declare any conflict of interest, excusing myself as appropriate from discussions and votes where I have a conflict of interest.
6. I accept my responsibility to carry out the duties of a member of the Board of Directors in a diligent manner and to support and hold accountable other members of the Board of Directors.
7. I shall protect confidential information that the FSA is entrusted with and uphold the confidentiality of items from the closed sessions of the board meetings and correspondence.
8. I accept my duty to only use information about BCIT and its employees obtained in my role as a Director for the purposes for which it is provided.
9. I accept that I have a duty to uphold the decisions of the Board of Directors and the FSA and that, as a Director, my opportunity for dissent is at the board table with an understanding that as a board, we own a decision together.
10. I accept that I have a duty to actively participate in the discussions and the work of the Board of Directors and to ensure that my views are expressed during the Board of Directors decision-making processes.
11. I shall work in good faith with members of the Board of Directors and staff toward the achievement of FSA stated goals and priorities.
12. I accept responsibility, along with other members of the Board of Directors in our duty as an Employer, to provide a safe and respectful workplace for the staff of the FSA that adheres to all contractual agreements and legislation.
13. I shall regularly attend Board of Directors meetings, FSA meetings and events when possible, and relevant BCIT community events that impact the working conditions of our members.

**If I do not fulfill these commitments to the FSA, I will expect the President or the Executive Director to contact me and discuss my responsibilities with me. If I am unable or unwilling to fulfill these**

**commitments, I understand that offering my resignation or taking a leave of absence in accordance with the by-laws and policies might be the most appropriate course of action I could take.**

In turn, the FSA Board of Directors will be responsible to me in several ways and support me in adhering to the Director’s Agreement and Code of Conduct, including the following:

1. I shall be provided with an orientation of the FSA including the FSA Board Governance Manual.
2. I shall receive training in my governance duties as a member of the Board of Directors and I shall receive opportunities for development.
3. I shall be provided with timely notice of meetings and documentation in advance of meetings to assist me to prepare adequately.
4. I shall be provided with regular financial reports and updates of organizational activities that will allow me to act in a prudent manner.
5. I shall be offered opportunities to discuss the FSA’s goals, services and activities with the President and the Executive Director.
6. The FSA shall help me perform my duties by keeping me informed about issues in the sectors of labour relations, post-secondary faculty/staff associations, and the broader union movement.
7. Members of the Board of Directors and the FSA staff shall respond in a professional manner to questions I have that I feel are necessary to carry out my fiduciary, legal, and ethical duties to the FSA.
8. Members of the Board of Directors and the FSA staff shall work respectfully and in good faith with me towards achievement of FSA goals.
9. The FSA shall carry Director and Officer Liability Insurance to indemnify individual members of the Board of Directors against claims arising from errors and omissions. Certain actions of Directors or the organization could void the insurance in some situations, and Directors should be aware of these.

**If the FSA does not fulfill its commitments to me, I am encouraged to call on the President and the Executive Director to discuss these responsibilities.**

I have read this form and agree to serve under the expectations described in it.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Member, BCITFSA Board of Directors

The BCITFSA commits to fulfilling its responsibilities to the Board of Directors Member.

\_\_\_\_\_  
BCITFSA President (Print Name)  
Signature:

\_\_\_\_\_  
BCITFSA Executive Director (Print Name)  
Signature