Port Chester Carver Center
Code of Conduct
2017-18

As a member of the Board of Directors of the Port Chester Carver Center, I am fully committed to the work of the Carver Center and dedicated to carrying out its mission. By initialing and signing where indicated, I am agreeing to abide by and meet the responsibilities listed on this document.

I. Confidential Information; Resources

1. Except as the Board of Directors may otherwise require or as otherwise required by law, I will not share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Carver Center, and will uphold the strict confidentiality of all meetings and other deliberations and communications of the Board of Directors**._____(initials)**
2. I will not take advantage of or knowingly benefit from any information provided by the Carver Center or obtained in the course of my official duties as a Board member. I will not misuse Carver Center property or resources and will at all times, keep Carver Center property that is in my trust secure and not allow any person not authorized by the Board of Directors to have or use such property**._____(initials)**
3. I will request reimbursement only for legitimate, reasonable and justifiable expenses incurred by me for the sake of Carver Center**._____(initials)**

II. Representing the Carver Center

1. I will be an enthusiastic messenger and a positive advocate for the Carver Center in our communities**._____(initials)**
2. I will conduct the business affairs of the Carver Center in good faith and with honesty, integrity, due diligence and reasonable competence, and will represent the Carver Center to other associations, societies, government officials and business representatives in such a way as to leave others with a positive impression of the organization. I will avoid behavior that might damage the image or reputation of the Carver Center**._____(initials)**
3. Among the other volunteer organizations I support, I shall consider my work for the Carver Center to be one of my most important priorities**._____(initials)**

_____ _____ _____

Board Member Signature Print Name Date

_____ _____ _____

Approved By Title

Revised080317MG