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**Purpose:** Banff Public Library Board Members shall observe the following Code of Conduct Guidelines.

**1. Accountability**

- 1.1. The Banff Public Library Board shall be responsible for making policy decisions and ensuring the appropriate staff and structures are in place to carry out the policy and day-to-day tasks of the organization.
- 1.2. The duty of the Board member is to the Banff Public Library rather than to any individual, group, or special interest.
- 1.3. Board members shall be loyal to the Banff Public Library and are accountable to exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interests of the Banff Public Library.
- 1.4. Board members shall declare situations where personal interests are, or may be perceived to be, in conflict with the Library's interests and/or may result in personal gain.

**2. Anti-Nepotism**

- 2.1. Immediate relatives of Board Members are not eligible for employment with the Library, except those employed prior to the appointment of the Board Member.

**3. Board Orientation and Education**

- 3.1. The Board recognizes the importance of having informed Board Members. To ensure this, the Board must provide a comprehensive orientation program for all new Board Members within the first 3 months of their tenure.
- 3.2. The Board encourages skill development of its Board Members, and provides, within available resources, institutional memberships in key library organizations and financial support for attendance at library conferences and relevant workshops, including reimbursement of registration fees and of travel and accommodations expenses. Entitlement for financial support for these activities requires the approval of the Board Chair or Vice-Chair.

**4. Confidentiality**

- 4.1. Board members will not communicate, either directly or indirectly, information designated confidential to anyone not entitled to receive the same.
- 4.2. Board members shall maintain confidentiality of information gained from or about the Board, including any information which may in any way jeopardize the confidentiality of library members or personnel of the Board.
- 4.3. Board members will not use information which has been designated as confidential by the Board for personal profit or use by themselves or any other person.
- 4.4. All material deemed confidential shall be returned to the Banff Public Library at the expiration of the Board member's term. Board members will respect confidential information in perpetuity.

**5. Acceptance of Gifts**

- 5.1. In their capacity as Board members, members shall not accept a gift, favour or service from any individual, organization or corporation.



Town of Banff  
Public Library

Policy: G.1

Title: Code of Conduct Guidelines

Motion No. 21/11/18-34

Reviewed: November 21, 2018

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References:

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## 6. Training & Development

- 6.1. Board members shall acquaint themselves with the incorporating documents of the Board, bylaws, regulations, policies and organizational structure of the Board, as well as the rules of procedures and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
- 6.2. Board members shall regularly take part in educational activities which assist them in carrying out their responsibilities.
- 6.3. Board members shall annually complete the *Board Self-Evaluation* see Attachment 2 in **Policy G2.**