

Shooting Federation of Canada

Director's Code of Conduct

1. Directors shall at all times use their best efforts to provide progressive, collective leadership and direction to the Shooting Federation of Canada (SFC) in support of its vision, mission and mandate.
2. Directors shall adhere to the SFC's governance policies. This includes due diligence to fiscal and management obligations to the Government, creditors, and stakeholders are made in a timely manner i.e. government filing requirements and tax payments.
3. Directors shall adhere to the SFC Conflict of Interest Policy; avoid, in fact and perception, conflicts of interest; and immediately disclose possible conflicts to the Board.
4. Directors shall endeavor to direct the activities of the SFC as a whole rather than in their own interest or that of any specific group.
5. Directors shall maintain the confidentiality of the details and dynamics of the Board discussions, as well as those items designated as confidential.
6. Regardless of their personal viewpoint, Directors shall not speak against, or in anyway undermine Board solidarity once a Board decision has been made.
7. Directors are expected to attend all Board meetings and be prepared for the meetings by having read any pre-circulated material in advance.
8. Directors' contributions to discussions and decision-making shall be positive and constructive and Directors' interactions in meetings shall be courteous, respectful of other viewpoints and free of animosity.
9. Directors shall be prepared to commit sufficient time and energy to attend SFC business.
10. Directors shall participate in the SFC in ways other than attending Board meetings.
11. Directors shall adhere to the principle that the Office Manager, Technical Director and the Administrative Assistant are responsible to the President, Vice Presidents of Administration and Recreational and Competitive Shooting and consequently that no single Director or committee has authority over the Office Manager, Technical Director or the Administrative Assistant unless authorized by the Executive Members named above and recorded in the minutes of a Board meeting.
12. Directors shall adhere to the principle that the President of the SFC is the management and or operational links between the Board and the SFC Staff.

13. Directors shall ensure there is a current Position Description and annual work plan for each staff employee and that there is a process for his/her annual evaluation. Yearly performance evaluation will be conducted by a designated director appointed by the Human Resources Committee.
14. Directors shall agree to uphold all democratic principles when making decisions in cooperation with fellow directors on matters relating to SFC policy or activities.
15. All Directors of the SFC will refrain from making public statements on policy matters that are within the scope of a policy approved by the Board. All external media requests will be forwarded to the President or another designated spokesperson.

Director's Name: (please print)

Director's Signature:

Date:

Witness's Name: (please print)

Witness's Signature:

Date: