



Ravensong Waterdancers

Board Member/Executive Code of Conduct

As a member of the Ravensong Waterdancers Synchronized Swimming Club, I understand that I am a valuable member of a team, and that, in order to have a fun and successful season, all team members must be held accountable for what they bring to every meeting, practice, and competition. To attain this goal, as a Board Member/Executive, I am responsible for:

- Arriving on-time to meetings with a positive attitude and willingness to focus on tasks set out as per the agenda. Executive members are expected to attend all meetings to the best of their ability
- Respecting differences of opinions and keeping the best interest of the club at the forefront, unbiased, and free from personal agendas
- Acknowledging that healthy discussion is encouraged, but understanding time limits might be adopted and enforced to maintain agenda timeline
- Reporting all complaints, informal (email, phone call or conversation) and formal (form located under 'Documents' on the website) to the Club President, or another Executive member as appropriate, so they may be documented, as needed, for Club records
- Fostering a positive, welcoming, inclusive environment
- Understanding my specific role on the Board and undertaking those tasks as described, to the best of my ability

If these responsibilities are breached, I understand that one or all of the following repercussions could occur:

- Informal conversation regarding the issue and signed statement outlining/acknowledging discussions of breach
- Formal inquiry; Investigation into complaint, which may include a meeting between the person who violated the code of conduct and the board of directors
- Formal written warning on file
- Removal from Board
- Removal from all Club activities

Name: _____

Signature: _____

Date: _____