

**Chambre de commerce du Pontiac
Pontiac Chamber of Commerce**

Code of Professional Conduct

for the Board of Directors

June 11, 2015

1. Understand the mission of the Pontiac Chamber of Commerce:

“To be the principle voice of the business community for the Pontiac region, committed to the enhancement of economic prosperity and quality of life in both public and private sectors.”

The Chambers vision is to be known as the Pontiac’s leading business organization. To provide maximum value to its membership through recognition and encouragement to the private sector’s role as the driving force in the economy of the Pontiac.

2. Attend Board Meetings, Membership Meetings and other Community Functions.

A Board member may not be absent from more than 3 (three) consecutive Board meetings. Board members are expected to represent the Chamber at all Membership Meetings and other special events as required.

3. Be informed.

- Know your duties & responsibilities as a Board Member.
- Understand the organizational structure of the Pontiac Chamber of Commerce.
- Stay abreast of what’s happening in the industry on a Regional, National and International level.

4. Serve on at least one Chamber Committee or special project.

5. Contribute to a sense of camaraderie and teamwork.

- Bring issues to the Board table for discussion.
- Work cooperatively to resolve issues; don’t panic when there are differences of opinion on issues.
- Be loyal to the organization. When a decision has been made, you have an obligation to defend and explain it publicly even if you disagree with the decision of the majority. If unable to do this, you must decide to remain with the Board and lobby from within to reverse the decision, or to resign.

6. Support the professional contract staff.

- Give praise when you see work well done.
- Speak positively about the organization, its contract staff and operations at all times, in the public forum.
- Respect the lines of authority and accountability. Direct concerns about performance to the President, not to a contract staff member.

7. Help make meetings work.

- Have a working knowledge of the rules of order.
- Participate: listen, ask questions, discuss, and look for answers.
- Don't get personal. Don't criticize; offer solutions.

8. Promote the Pontiac Chamber of Commerce in the community.

- Be an advocate for the Pontiac Chamber of Commerce in the community.
- If you can't say something good publicly about the Pontiac Chamber of Commerce, don't say anything.

9. Demonstrate leadership

- Take personal responsibility for decision-making and problem solving.
- Clarify the issue under discussion.
- Review the Pontiac Chamber of Commerce's objectives regarding the issue.
- Identify possible courses of action.
- Evaluate alternatives and choose the best one.
- Make sound decisions.
- Your decision should aid the Pontiac Chamber of Commerce in fulfilling its mission as defined in the constitution and its goals and objectives.
- The standard of what is right should be applied to each decision you make.

10. Observe the attached Conflict of Interest guidelines.

- Respect the confidentiality of your position and our Board.
- Decline if nominated for a Pontiac Chamber of Commerce Business Achievement Award. Board of Directors are not eligible for nomination.

11. Be professional.

The acceptance of a position as an Elected Director of the Pontiac Chamber of Commerce implies that you fully understand and agree to the terms of the Code of Professional Conduct. Adherence to this Code assures those associated with the Chamber of Commerce that the Board of Directors constantly strive to achieve and maintain the highest standards of professionalism and integrity. Deliberate and intentional violation could subject you to a request for immediate resignation. All requests for resignations resulting from deliberate violations will be at the direction of the Board and must have a majority vote from the Board before such request is made of a Board member.

PONTIAC CHAMBER OF COMMERCE
Code of Professional Conduct
for the Board of Directors

I _____
(Please print your full name)

agree to abide by the terms of the Pontiac Chamber of Commerce Code of Professional Conduct for the Board of Directors.

Director: Signature: _____

 Date: _____

President: Signature: _____

 Date: _____