

NCC School Board Member Expectations

Code of Ethics

As a board members I will:

1. Demonstrate my personal integrity by:
 - a. Maintaining Christian ethics of honesty, trust, fairness and integrity.
 - b. Basing all decisions on the philosophy and mission of the Seventh-day Adventist education system.
 - c. Conducting myself in a respectful and courteous manner with school administration, staff, students and parents.
 - d. Refraining from actions or involvements that might prove embarrassing to the school or church.
 - e. Being credible with the local church, as one whose opinions and counsel are listened to with respect by the church members, board, and staff.
 - f. Positively representing my church to the school and be eager to positively represent the school to my church.
2. Encourage and foster healthy relationships by:
 - a. Learning and practicing the art of compromise without sacrificing principle.
 - b. Supporting and protecting the civil rights of all members of the school community.
 - c. Avoiding any conflict of interest.
 - d. Working with other board members in a spirit of decency, harmony, and cooperation.
 - e. Avoiding any interpersonal impropriety including, but not limited to, any form of harassment on or off campus.
 - f. Being cautious of what I think is my own area of expertise.
3. Support Adventist education and the school administration by:
 - a. Working to continually improve my understanding and support of Adventist education.
 - b. Supporting and promoting an active Student Aid program in my church.
 - c. Demonstrating support for the conference and school policies and guidelines in the operation of the school.
 - d. Actively participating in and encouraging others to support the school's special needs, staff, students and school events.
 - e. Referring all complaints to the school administrator for appropriate processing.
 - f. Respecting and supporting educators as knowledgeable professionals.
4. Be committed to the board protocol itself by:
 - a. Faithfully honoring all board and committee appointments on time, and prepared, including study of materials sent in advance of meetings.
 - b. Taking no private action will compromise the school system, the board or the administration.
 - c. Basing all decisions on facts and independent judgment, not deferring to the opinions of individuals or special groups.
 - d. Upholding all board decisions, regardless of any personal disagreement.
 - e. Maintaining confidentiality of all matters that, if disclosed, would needlessly injure individuals or the school.

- f. Recognizing that it is not a board member's responsibility to run the school, but together with fellow board members, to see it is well run.
- g. Not concentrating on or overemphasizing one particular area of interest.
- h. Absenting myself if board discussion involves a family member.
- i. Not allowing personal biases to evolve into prejudice or discrimination and recognizing that prejudice can have a negative impact on decisions. (Discrimination is both illegal and immoral.)
- j. Recognizing that the authority of the board is only expressed by its actions as a board. Individual members may act or speak on behalf of the board ONLY when authorized to do so.

This list is not necessarily comprehensive but is intended to provide a foundation for a positive board experience.

Confidentiality Agreement

As a member of the Board of this NCC School, I acknowledge that I receive information pertaining to this school that is confidential. I recognize that it is essential that the confidentiality of such information be preserved in order to facilitate the free and candid discussions of the Board in the fulfillment of its function. Therefore, I agree to respect and maintain the confidentiality of all discussions, deliberations, records and other information generated in connection with the activities of the Board of this school. I will cooperate in good faith with NCC and the school in order to protect the confidentiality of this information.

I agree not to voluntarily disclose information learned in the course of my activities or role as a member of the Board except as otherwise required by law or at the request of the Chair of the Board to serve a legitimate business purpose or to further the interests of the school. I further agree not to appropriate or otherwise use information obtained in the course of my activities or role as a member of the Board.

I understand that I am not restricted from disclosing information regarding the school if such information is generally available to the public, so long as the prior release of such information was not due to unauthorized acts or omissions by me or any other member of this Board. In the event of a breach or threatened breach of this Agreement, I understand and agree that the School and NCC may utilize all legal and equitable remedies to prevent the unauthorized use or dissemination of confidential information.

I have read and understand the NCC Board Member Expectations and agree to abide by the items included in the above code of ethics and confidentiality agreement. I also understand this agreement to maintain confidentiality will remain in effect after my term as a board member has ended.

Print Name: _____

Signed: _____ Date: _____