

## **Mount Vernon Towers**

### **Board of Director – Oath of Office and Code of Conduct**

All Officers and Directors are asked to sign this document at the beginning of their term of office. This document will be kept on file and maintained for at least one (1) year following the completion of term of office. Any violation of this Oath of Office and Code of Conduct should be reported to the Board in writing. This pledge is intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Board of Directors of the Mount Vernon Towers Condominium Association. This document is not meant to be a formal contract, but rather a set of expectations set forth for all existing and future Board Members during and after their term of office.

#### **As a member of the Board of Directors, I swear to uphold the Oath of Office as follows:**

1. Exercise powers of the office and fulfill responsibilities in good faith and best interests of Mount Vernon Towers;
2. Respect and support the corporation's Bylaws, Declaration of Condominium, decisions of the Board and owners;
3. Keep confidential all information learned about residents, personnel or any other matters deemed sensitive by the Board.
4. Conduct myself in the spirit of collegiality and respect for the collective decisions of the Board and immediately declare any personal (real or perceived) conflict of interest that may come to my attention.

#### **As a member of the Board of Directors, I commit to conducting myself in a manner that models the high standards of accountability incumbent upon the Owners and Residents of Mount Vernon Towers:**

5. Supporting the objectives of the organization;
6. Serving the overall best interests of Mount Vernon Towers rather than any particular constituency;
7. Bring credibility and goodwill to Mount Vernon Towers;
8. Demonstrating respect for individuals in all areas related to cultural, diversity, linguistic, and life circumstances.
9. Giving respect and fair consideration to opposing views;
10. Demonstrating due diligence and dedication in preparation and attendance at meetings, special events and in all activities on behalf of Mount Vernon Towers Condominium Association;

11. Ensuring that the financial affairs of Mount Vernon Towers are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities and trusteeship;
12. Conforming with the Bylaws and policies approved by the Board; and
13. Publicly demonstrating acceptance, respect and support for decisions legitimately taken in transaction of Mount Vernon Towers business while being able to express my personal opinion on the decision in a professional manner
14. Be respectful of my fellow Board Members and their opinions inside and outside of the Board Meetings
15. Become fully informed on all aspects of an issue before committing to vote for or against

**Furthermore, as a member of the Board of Directors, I will not:**

16. Use the organization, or my position, for my personal advantage or that of my friends, relatives or associates;
17. Discuss the confidential proceedings of the Board outside of the Board Meeting.
18. Interfere with the duties of staff, or undermine the authority of the employee's ability to perform his/her duties; and, .
19. Speak publicly for, or on behalf of, Mount Vernon Towers unless specifically authorized to do so by the Chair or his representative, and this includes making statements on social media.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_