



CODE OF CONDUCT FOR CTCMA BOARD MEMBERS



1. **Public Protection:** Board members must stay focused that their mandate is to protect the public by regulating the practice of the profession.
2. **Policy focused:** Board members should be mindful at all times to stay at the policy level, and not the operational level.
3. **Personal commitment:** Board members will strive to attend all board meetings and other required meetings except with legitimate excuses.
4. **Majority rule and public image:** Individual board member who criticizes CTCMA or its decided policies publicly is expected to resign from the board.
5. **Confidentiality:** Board members will abide by all the confidentiality rules of the College.
6. **Clarity of commitment:** Individual board member will not speak or make commitment on behalf of the College except with explicit approval by a Board resolution, from the Chair, and/or the Registrar.
7. **Declaration of interest:** Board members must abide by the B.C.'s Guidelines for Conduct (*ref: B.C. Guidelines for Conduct of Government Appointees to BC Agencies, Board & Commissions*). Board members must deposit with the Registrar a declaration pertaining to any potential conflict of interest situation, real or perceived, including, but not limited to the member's affiliations with professional associations, agencies, educational institutions or enterprises. Board members must keep the Registrar up-to-date on the information.
8. **Avoiding conflict-of-interest in general:** If in doubt over conflict of interest situation, Board members are expected to err on the side of caution and refrain oneself from making comments and voting that can be perceived as advancing the member's own cause in conflict with the College's mission. The Chair, or in the absence of the Chair, the Registrar, will rule on whether the member should be excluded from the discussion in question. The ruling is final.
9. **Avoiding conflict-of-interest by role limitation and restraint:** Board members may hold voluntary offices in any TCM/ acupuncture-related associations, agencies, training institutions or enterprises but must recognize that they owe a statutory and fiduciary obligation to act in the public interest at all times, and to avoid conflicts of interest (actual and perceived) arising from such voluntary offices.
Board members who hold non-voluntary offices (owners, operators, staff, officers, faculty members etc.) of TCM/acupuncture-related associations, agencies, training institutions or enterprises must be extremely judicious in considering any action that could result in allegations or perceptions of conflict-of-interest. The board member will not table, suggest, move or vote on matters related or perceived to be related to the interest of the member's institution. The member will only speak on the issue or provide advice when requested to do so by the Chair.
10. **Role clarification, privacy of information and fairness:** On matters related to registration, examination, school accreditation, and enforcement (enquiry, discipline etc.), individual board member's responsibility is to ensure fair and equitable administration of the laws and policies. Board member must not make enquiry and/or representation on behalf of individuals to the College's staff, except in board meeting with the consent of the Chair, and only if the case serves to alert the College of a policy issue.

I, _____, have read the Code of Conduct and I shall perform my aforesaid director's duties according to the Code.

Witness

Signature of Board Member

Date

Board Member Name (Please Print)