



CANADIAN
UNITARIAN
COUNCIL

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Canadian Unitarian Council Board Members Covenant, Code of Ethics, and Board Meeting Process Guidelines

COVENANT

As members of the CUC's Board of Trustees, we are charged by the member congregations of the Canadian Unitarian Council with the responsibility of governing the business of the Council and with the overall management of its resources and finances.

We understand that we are acting in the service of the Canadian Unitarian Council and the member congregations that make up the CUC. We acknowledge the responsibility and honour inherent in this position and accept this charge willingly.

We recognise that, as individuals, we each bring a unique set of perspectives and values to the Board from our personal experiences and regions. We are guided by our commitment to our 8 Principles, 5 Aspirations and the mission of the CUC. We enter into covenant with each other as board colleagues; this covenant will guide our relations with each other, creating an environment that is safe, respectful, and open, one where we can engage in meaningful conversation and productive board work.

We enter into this covenant with the intention to bring our best selves. We recognize disagreements are normal in this important work. Our priority will be in maintaining a healthy and collaborative relationship by seeking a return to right relations when conflict occurs, and supporting each other with kindness, compassion and understanding.

In my interactions with my board colleagues, staff, and volunteers, I covenant to:

- Be guided by the recognition of the inherent worth and dignity of every person
- Be kind, open and curious
- Listen actively and respond with consideration
- Attempt to balance compassion and honesty in considering other viewpoints
- Address differences of opinion or conflict with others directly in a respectful manner, with the focus of finding solution/resolution to come back into covenant.
- Agree to abide by the Code of Ethics, Board Meeting Process Guidelines and Board Policies.

I understand that it is a condition of membership on the CUC Board of Trustees to sign the Board Covenant which includes the Code of Ethics, Board Policy Manual, and the Board Meeting Process Guidelines (which is reviewed annually).

CODE of ETHICS

As a Board member, I understand and agree to the following:

Confidentiality

I recognize that I will have access to confidential information. Confidential information may consist of legal, financial or personnel matters, reports on individual congregations, or other issues designated as confidential by the Board.

I agree to treat all such information as confidential and will not discuss this in any context outside the parameters of executing my responsibilities as a Board member. I will continue to maintain this confidentiality after my term on the CUC Board ends.

Conflict of Interest

When acting in the capacity of a Board member, my primary responsibility and duty is to act in the best interests of the Canadian Unitarian Council. I understand that this responsibility to the CUC may come into conflict with other affiliations that I may have, including in my personal life, my congregation or other congregations in which I have been associated, and my participation in any CUC Affiliates .

I agree that

- I will not use my position on the Board to obtain employment for family members or close associates;
- I will not conduct any private business or provide any services to the CUC except as authorised in the CUC Bylaws or policy.

When I have a conflict, or in the event that I become aware that I have a conflict, I will declare my conflict to the Board, and withdraw from the discussion and decision related to that matter.

I will adhere to the [Remuneration of Board Members Policy](#) and avoid any conflict of interest with respect to decisions relating to financial and other assets of the CUC.

Unity of expression

I will respect and participate in the democratic processes of the Board and the CUC, whether that process is by consensus agreement or by vote. In the spirit of the democratic process, when a decision is reached, I will respect the decision.

I will make no efforts to undermine or speak against Board decisions. If, in all good conscience, I am not able to do so, I will advise the President and my Board colleagues, and together will consider options for finding a mutually satisfactory resolution, including mediation or resignation from the Board.

I will make no public statements, unless specifically authorised and reflect only that which is consistent with Board policy in my interactions with the public, press or other entities.

Participation and Execution of Board Member Responsibilities

I will:

- a) make all reasonable efforts to prioritise attendance at Board meetings and advise the President in advance if I am not able to attend;
- b) participate in a conscientious manner in discussion, initiatives and projects undertaken by the Board to the best of my ability;
- c) use my skills and gifts to contribute to the work of the Board. If necessary, I will undertake to cultivate the required skills to fulfil my duties;
- d) examine honestly any areas of discomfort or disagreement I might have, and bring them forward for discussion in an appropriate, open and non-threatening manner.
- e) bring forward to the appropriate person (President or other Executive member) any concerns or difficulties I might have about my membership on the Board, and be open to exploring solutions; ;
- f) adhere to Board policies and will interact with committees, the Executive Director, or with staff only as explicitly set out in Board policies or as agreed upon in previously approved processes;
- g) ensure that any perceived mistreatment or abuse of staff or Board members is promptly addressed in accordance with our policies.

Board Meeting Process Guidelines (Current for 2022/2023)

1. One conversation at a time.
2. Speak and listen with respect.
3. Be on time.
4. Come prepared (read documents)
5. Only speak on what matters.
6. Mess up, own up, apologise, and forgive (Ouch & Oops)
7. Take space and make space.
8. Respect the agenda.
9. Use process cards.
10. Remain open to new understandings.
11. Keep it spiritual.
12. Patience.

I have read, understood, and agree with the CUC Board Member Covenant, Confidentiality Agreement, Code of Ethics, and Board Meeting Process Guidelines and indicate this by signing or (electronically) by typing my name in the Electronic Signature column. To the best of my ability, I will conduct my behaviour on Council matters according to this agreement.