

EUFAMI

Code of Conduct for Board Directors

Purpose

This Code is a tool to enable the members of EUFAMI's Board of Directors, both individually and collectively, to act ethically and in accordance with the organisation's fundamental values. It is meant to guide and support the organisation's governance, management and performance. More specifically:

To set out the standards of behaviour expected of members of the EUFAMI Board Directors in order to maintain the highest standards of integrity, honesty and stewardship;

To ensure that EUFAMI is an effective, open and accountable organisation.

Signatories:

The Code binds each member of the Governing Board. Each new member is expected to sign a statement declaring his or her intention to abide by the Code.

Principles

Directors must act with probity and due prudence. They must administer the organisation and all its assets in the interests of current, potential and future beneficiaries, its member associations and partners. They should hold themselves accountable to EUFAMI's stakeholders, including the public. They are expected to abide by the Board's decisions and policies to ensure robust and effective outcomes.

Directors shall not use their role and status for financial or other material gain and benefit for themselves, their families or their friends. They should not place themselves under any financial or other obligation to outside bodies that might influence them in the conduct of their official duties. The Board shall issue clear written procedures for Directors and Executives when claiming reimbursement of expenses.

Directors shall conduct themselves in a manner which does not harm or undermine the work or reputation of EUFAMI or its staff, individually or collectively. They shall not engage in any activity which is in conflict with EUFAMI's objectives.

Directors shall make decisions together and take joint responsibility for them. Authority for individual Directors to speak or take action on behalf of EUFAMI rests with the Board collectively to decide. Normally it is the President who has such authority and other Directors should seek his prior agreement and accept that their sole responsibility in the role of spokesperson is to EUFAMI and not to their nominating member association.

Responsibilities

Directors, with the help of the Secretary-General, shall formulate and regularly review EUFAMI's vision, mission, values and forward strategy, together with procedures for their implementation.

With the help of the Secretary-General and appropriate professional advisers, Directors shall ensure that EUFAMI complies with regulatory and statutory requirements. They shall exercise overall control over the organisation's financial affairs. They shall also be committed to the development of good practice in these matters.

Directors shall familiarise themselves with, and keep under regular review, the constitution and rules of EUFAMI and ensure that any changes are made in accordance with legal requirements.

Directors shall ensure the maintenance of a properly constituted and competent Board, including the establishment of clear procedures for the election, training, retirement and if necessary removal of Directors, and for the election of the President, vice-President, Secretary and Treasurer. They shall seek to improve their working knowledge of processes by developing strong links with member associations.

Meetings of the Board

Directors shall strive to attend all meetings, prepare well for them and contribute appropriately and effectively to the discussion, decision making and implementation processes.

Directors shall bring a fair and open-minded view to all Board discussions and ensure that all decisions are made in the best interests of EUFAMI.

Confidential information or material relating to beneficiaries, partners or other stakeholders, considered at Board meetings, must remain confidential and not discussed outside the Board before a decision is taking about dissemination.

Directors shall aim to foresee and avoid any conflict of interest. Where one arises, a Director must at once declare the interest and withdraw from any discussion or vote taken on the matter by the other Directors. Any transaction under which the Director will benefit either directly or indirectly must have proper legal authority.

Staff

Directors shall ensure that there is a clear understanding of the scope of authority delegated to the Secretary-General. Having given this delegated authority, Directors will be careful –individually and collectively - not to undermine it by word or action.

Policies and strategies agreed to by the Board shall be expressed in unambiguous and practical terms so that the Secretary-General and staff responsible for implementing them understand what they need to do. Directions shall come from the Board as a whole.

Directors shall act fairly and in accordance with fair and equitable employment principles in making decisions affecting the recruitment, appointment, professional development, appraisal, remuneration and discipline of the Secretary-general and other staff.

Directors shall understand and respect the difference in roles between the Board and the Secretary-General and staff, and promote cohesive and mutually supportive working relationships for the benefit of EUFAMI.

Interpretation

Any questions of interpretation of this Code shall be raised with the President who may, at his or her discretion, either resolve them or put them to the Board for final decision. Any matters of conflict between the Code and the strategic or operational objectives of EUFAMI shall be dealt with in a similar manner.

Signed-----

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