



LEADERSHIP VENTURES

One Goal. The Common Good.

Code of Ethics **Adopted May 21, 2007**

Introduction

Mission: The mission of Leadership Ventures is to develop ethical and responsible individual and organizational leadership in the not-for-profit sector. Through providing educational resources and training, LV cultivates the capacity of not-for-profit organizations to *hold* individuals, organizations, and communities *in trust™*.

Vision: The vision of Leadership Ventures is to be the preferred source of professional development, information, and networking for the leadership of non-profit organizations, religious groups, and civic communities.

In striving to achieve this mission and to realize our vision, the professional and volunteer members of LV are themselves compelled to exemplify the highest level of trustworthiness and ethical leadership that is embodied in the programs and services that we provide to the not-for-profit sector. Therefore, the Code of Ethics presented herein articulates the standards we set forth as an organization for all volunteers employees and associates associated with Trustee Leadership Development, Inc.

Personal and Professional Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore will:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards our mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and diverse opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

Accountability

LV is responsible to its stakeholders, which include but not limited to trustees, donors, consultants, not-for-profit organizations and others who have placed faith in LV. To uphold this trust we will:

- Promote good stewardship of all LV resources, including grants, designated gifts, and other support that is used to assist with program delivery, operating expenses, salaries, and employee benefits.
- Report regularly to the general public in all critical areas of operation, including board and staff leadership, the mission, goals and values of LV, the central governance structure, program activities and achievements, financial statements, and fundraising.

- Maintain accurate financial records and report our financial results in an accurate and timely manner.
- Be honest and faithful fiduciaries and protect the funds entrusted to us.
- Observe and comply with the letter and spirit of all laws and regulations affecting our activities.

Fundraising

To promote voluntary giving we will:

- Use accurate and truthful solicitation and promotional materials.
- Honor the known intentions of a donor regarding the use of donated funds.
- Solicit and accept gifts without the use of any form of coercion.
- Adhere to the Society of Fund Raising Executives accepted practices for calculating and reporting costs of fund raising.

Conflict of Interest

No representative of LV acting in a governance capacity shall achieve financial or proprietary gain as a result of serving on behalf of the organization. In order to avoid any conflict of interest or the appearance of a conflict of interest, LV has adopted a comprehensive Conflict of Interest Policy. All LV officers, directors and covered employees shall review and maintain compliance with that policy and shall complete annually a Conflict of Interest Disclosure Form.

Diversity and Equal Opportunity

LV is an equal opportunity employer and is committed to the principles of non-discrimination and diversity. LV employees and volunteers will:

- Value, champion, and embrace diversity as an integral part of their business.
- Not discriminate against and will respect all co-workers and all other individuals without regard to race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation, or age.
- Strive to create an environment conducive to professionalism at all times.

Confidentiality

Confidentiality is a hallmark of professionalism. LV employees, associates and volunteers:

- Will ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Shall respect the privacy rights of all individuals in the performance of their LV duties.
- Will channel requests from the media, because of the obligation to report accurately and completely all relevant material facts, to the LV President or designee or to the chair of the Board of Directors.
- Shall understand that donor lists and other information related to LV fundraising is the property of LV and the contents therein shall be held in strict confidence. Such information shall not be used nor duplicated for any purpose external to the organization except upon approval by the Board of Directors.

Roles and Relationships between Staff and Volunteer Members of the Board

The ultimate success of LV will depend to a large degree upon the effective governance by the volunteers composing the Board of Directors and the effective execution of operational responsibilities by the professional staff. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, the LV staff will:

- Support the members of the Board of Directors in order that they are able to perform to the highest level of their contribution and personal satisfaction.
- Treat all volunteers with fairness, equity and respect, and provide appropriate mechanisms for their views and interests to be expressed.
- Jointly with the Board of Directors determine any appropriate recognitions of volunteer service to the organization.
- Recognize that the Board is responsible for the establishment of and for maintaining adherence to specific roles, expectations, and standards for performance for members of the Board of Directors.

Accordingly, the LV Board of Directors will:

- Review the Code of Ethics of LV and ensure that they adhere to the spirit of the Code when determining policy or otherwise serving the organization.
- Be supportive of professional staff members and associates while being certain to refrain from interfering with day-to-day operational activities of the staff. The Board of Directors understand and accept that the Board solely is responsible for the hiring, separating, and regular review of the performance of the chief executive officer and for ensuring that the chief executive officer's compensation is reasonable and appropriate. Further, the Board recognizes that the President is responsible for conducting annual staff performance reviews.
- Not knowingly take any action or make any statement intended to influence the conduct of LV in such a way as to confer any financial benefit on volunteers, their immediate family members, or any organization in which they or their family members have a significant interest.

Disclosure

LV employees, associates and volunteers are strongly encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the President or to the Chair of the Board of Directors. Any reported breaches will be investigated and appropriate action will be taken. Should a LV employee believe that a breach of the Code involves the President, then disclosure should be made to the Chair of the Board of Directors. Confidentiality will be maintained for the individual disclosing the breach to the extent possible. LV will not take nor tolerate any adverse or retaliatory action against employees solely for disclosing perceived breaches of the Code. LV expects all employees, associates and volunteers to be prompt, open, and forthright in reporting perceived breaches of the Code of Ethics.

Statement of Commitment (Required of all employees, associates and volunteers serving on the Board of Directors at the time service on behalf of LV begins)

I have read the LV Code of Ethics in its entirety and, by my signature affixed hereto, agree to abide by the terms of this Code at all times while in the service of Trustee Leadership Development, Inc. I understand that violation of any provision of the Code of Ethics may constitute grounds for dismissal from my position. I certify that I have been given a copy of the Code of Ethics and that a signed copy will be maintained in the permanent files of LV.

Signature

Date

Name (Printed)

Position