

Mackenzie's Mission, Inc.

Board Member Code of Conduct

As a member of the board team, I will:

- 1 Listen carefully to other board members.
- 2 Respect the opinion of my fellow board members.
- 3 Respect and support the majority decisions of the board.
- 4 Recognize that all authority is vested in the full board only when it meets in legal session.
- 5 Keep well-informed of developments relevant to issues that may come before the board.
- 6 Participate actively in board meetings and actions.
- 7 Bring to the attention of the board any issues that I believe will have an adverse effect on the organization or those we serve.
- 8 Attempt to interpret the needs of those we serve to the organization and interpret the actions of the organization to those we serve.
- 9 Refer complaints to the proper level in the chain of command.
- 10 Recognize that my job is to ensure that the organization is well-managed, not to manage the organization.
- 11 Represent all those whom this organization serves and not a particular geographic area or interest group.
- 12 Consider myself a "trustee" of the organization and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interest of those we serve.
- 13 Always work to learn how to do my job better.
- 14 Declare conflicts of interest between my personal life and position on the board and abstain from voting when appropriate.

As a member of the board team, I will not:

- 1 Criticize fellow board members or their opinions in or out of the boardroom.
- 2 Use the organization for my personal advantage or that of my friends or relatives.
- 3 Discuss the confidential proceedings of the board outside the boardroom.
- 4 Promise how I will vote on any issue before a meeting.
- 5 Interfere with the duties of the chief staff executive or undermine his/her authority with staff members.

A Donor Bill of Rights

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I.

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

VI.

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.

II.

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities

VII.

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

III.

To have access to the organization's most recent financial statements.

VIII.

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IV.

To be assured their gifts will be used for the purposes for which they were given.

IX.

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

V.

To receive appropriate acknowledgement and recognition.

X.

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

DEVELOPED BY:

Association of Fundraising Professionals (AFP)
Association for Healthcare Philanthropy (AHP)
Council for Advancement and Support of Education (CASE)
Giving Institute: Leading Consultants to Non-Profits

ORIGINALLY ENDORSED BY:

Independent Sector
National Catholic Development Conference (NCDC)
National Committee on Planned Giving (NCPG)
Council for Resource Development (CRD)
United Way of America

Adopted in 1993

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