

Executive Committee Member Expectations & Code of Conduct



Introduction: The Silveridge Pickleball Club (SPC) is the legal authority and has charge of effective governance in matters of policy, finance, programs, volunteers and advocacy. The Executive Committee, subject to the bylaws, policy, and direction given by a majority of members at a general or special meeting, has full control and management of the affairs of the club.

What is expected of you in your role as an executive committee member:

- Attend the executive committee meetings, develop a working knowledge of governance and promote the values and mission of the SPC.
- Assist the executive committee in making sound decisions, seeking out all relevant information before deciding, and fully supporting the committee decisions that have been made.
- Monitor the effectiveness of the bylaws and policies in achieving the objects of the SPC and propose improvements.
- Contribute to the development and execution of the SPC policies, plans, and guidelines.
- Pre-read the materials for the committee, membership and other meetings you attend.
- Assist with some of the special events and promotion of SPC.
- Notify the chairperson, if you cannot attend a scheduled meeting.
- Approach other committee members if you need assistance or training in your role.
- Notify the President if you are unable to fill your role and help find an agreeable solution.
- Report any potential for conflict of interest immediately to the president.
- Adhere to the Executive Committee Code of Conduct (below).
- In the rare case that you perform some task or communication that rightfully belongs to another executive committee member but you were not asked by them to assist, be sure to coordinate details with that executive committee member.
- Graciously resign from the executive committee position if you are no longer able to fulfill these expectations.

The executive committee meets monthly and the time commitment is 4-5 hrs per month, including pre-reading for meetings. There may be additional time requirements for any other role you may have agreed to fill as a member of the committee.

Executive Committee Member Expectations & Code of Conduct



Executive Committee Code of Conduct

Executive Committee members need to demonstrate ethical and professional conduct to maintain the confidence of the membership of the Silverridge Pickleball Club (SPC) and the public. This commitment includes proper use of authority and appropriate actions in group and individual behaviour when serving as committee members.

1. Committee members are loyal to the interests of the club over and above any:
 - a. Loyalty to advocacy or interest groups;
 - a. Membership on other committees; and
 - a. Personal interest of any committee member acting as an individual consumer of this club's services.
2. Committee members are trustees of public confidence and securities. They must avoid any conflict of interest and announce any potential or actual conflict and recuse themselves from committee decision making that might be a conflict of interest.
 - a. Committee members agree not to engage in private business transactions with the club or receive personal benefit from the club, financial or otherwise.
3. Committee members must not exert any individual authority to speak for SPC when they interact with the public, media and other entities unless granted this authority by the whole Committee.
4. As a committee member I understand that I have duties of care, loyalty and adherence to agreements made by the Executive Committee Members.
 - a. The duty of care is the duty to pay attention to the organization—to monitor its activities, see that its mission is being accomplished and guard the club's financial resources;
 - b. The duty of loyalty is the duty to avoid conflicts of interest; and
 - c. Committee members agree to adhere to the mission statement/purposes of the club and to comply with the law.
5. Committee members must protect the confidentiality of any information received by the Committee. They must make sure all confidential information is only used as authorized. Committee members must not use Committee information for his/her personal advantage or benefit.
6. Committee members deal with outside entities or individuals and with each other using fair play, ethics and straightforward communication, understanding that Executive Committee members are entrusted to carry out the intentions agreed upon by the majority of executive committee members. The executive committee are trusted with the viability of the group and with setting an example to each other and to members of the club that shows warm support of each other and decisions made, majority rules and all show warm support of the committee and its decisions.

Adopted: March 25, 2026 Executive Committee Meeting

Revised: