Exemplary International School Board of Trustees

Code of Conduct

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Trustees of EIS International School, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a Member of the Board.

My Role: As a Trustee**,** I acknowledge that my two primary roles are to (1) contribute to defining EIS's mission and governing the fulfillment of that mission, and (2) carry out the functions of the office of Board Trustee and/or Board Officer as stated in the Bylaws. I understand the Board's role to be the development of policies that govern the implementation of institutional plans and purposes, and this is separate and distinct from the role of the Director, who determines the means of implementation.

My Commitment: I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

I Pledge To:

1. Always act in the best interest of the Students of EIS and for the good of the EIS community, recognizing my absolute obligation to safeguard their trust.
2. Establish as a high priority my attendance at all meetings of the Board and the committees on which I serve.
3. Be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
4. Work with and respect the opinions of my peers who serve on this Board and leave my personal prejudices out of all board discussions.
5. Support in a positive manner all actions taken by the EIS Board of Trustees, even when I am in a minority position on such actions.
6. Observe parliamentary procedures and display courteous conduct in all Board, Committee, and Task Force meetings.
7. If I serve on a Committee or Task Force, fulfill my extra responsibilities and obligations to the Board and its members.
8. Participate in the annual Board Self-Evaluation, the Annual Board Retreat, and other Board activities and training that are meant to enhance my knowledge and skills as a Trustee.
9. Refrain from intruding on administrative issues that are the responsibility of the Director, except to monitor the results and prohibit methods that conflict with Board policy.
10. Avoid conflicts of interest between my position as a Trustee and my personal life. This includes using my position for the advantage of my family members, friends, and business associates. If such a conflict does arise, I will declare that conflict in writing to the Board and refrain from voting on matters in which I have a conflict.
11. Keep confidential all information that is confidential.
12. Represent EIS in a positive and supportive manner at all times and in all places.
13. Exercise my authority as a Board Trustee only when working in concert with the full Board or when I have been delegated by it to do so.

If, for any reason, I find myself unable to carry out the above duties as best I can, I agree to resign my position as a Board Trustee and/or Board Officer.

Trustee Signature _____ **Date** _____