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Music PEI Board of Directors Conflict of Interest & Code of Conduct

Thank you for agreeing to become a Director for Music PEI. Please read the following terms and conditions carefully.

Directors must clearly state to the President or the Executive Director any conflict of interest when they believe that a conflict exists.

A conflict of interest exists when a Director will financially benefit directly from any decisions made by the Board .

Conflict of interest generally means any situation in which a Board member or employee has or promotes an interest *which results in or may be perceived to result in*:

- a) an interference with the objectivity with which the Board member or employee is expected to exercise responsibilities and duties with Music Prince Edward Island (MPEI) and /or;
- b) an advantage (i.e. a political benefit) or material (monetary) gain to a Board member or employee, and/or to other person(s) with whom the Board member or employee does not deal at arm's length, by virtue of the Board member's or employee's decisions with MPEI.

A circumstance whereby the personal interests of a Board member, an employee or an associated party will benefit or could be perceived to benefit as a result of the said person's position with the MPEI actions or influences, and/or where the advancement of those interests *are detrimental to the interest and/or reputation of, or potentially harmful MPEI* is considered conflict of interest.

The following is a declaration of the persons or businesses with which I share personal or financial interest that may benefit as a direct result of MPEI activities:

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I declare this to be a full, complete and true accounting of my interests and pledge to withdraw from the association's decision-making process where these are concerned.

Directors will not participate as Jurors in the Music PEI funding programs and must have no influence over the jury's decisions.

Directors will be eligible to apply for the funding programs.

The music industry in PEI is a small community and therefore it is difficult to escape friendships and relationships. Please insure that you consider how your involvement and conduct will reflect on the reputation of Music PEI at all times.

The MPEI Code of Conduct obliges each employee and Director to the following:

Ethical Guidelines

General

1. I will always hold the betterment of the membership of the organization as my priority.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the Board of Directors and Executive Director any suggestions of ways to improve the organization's policies, standards, practices or ethics.
4. I will not abuse my position as a Director by suggesting to any organization member that I am entitled to or expect any special treatment beyond regular members of the organization.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.

Information

6. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a Director, and that is not generally available to membership.
7. I will be alert to information which the organization can use to develop improved policies and strategies.
8. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.
9. I will maintain confidentiality of all information which the board deems ought to be kept confidential.

Resources

- 12. I will be mindful of resources which are in my trust on behalf of the organization, and will help establish policies which ensure the maximization of secure and protected resources.
- 13. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the organization. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the organization's president.

Representing the Organization

- 16. As part of my duties as a Director, I represent the Organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the Organization in such a way as to leave others with a positive impression of the Organization. In my duties I will preserve and enhance the good reputation of the organization and will avoid behaviour which might damage its image.

Interpretation

- 17. The President of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Signature

Directors Name _____

Signature _____

Date _____