

**Hidden Valley Village Homeowners Association
BOARD MEMBER CODE OF ETHICS**

As a board member, you need to be aware that more is expected of those in leadership roles. Review the following statements. Signing this Code of Ethics solidifies your commitment to honest board service.

As a member of this board, I _____ will:

- Be committed to fulfilling the mission and vision of the Hidden Valley HOA.
- Keep all confidential board information, confidential.
- Focus my efforts on the Hidden Valley HOA and not my personal goals.
- Serve on a committee and/or task force in a leadership capacity.
- Refrain from using my service on this board for my own personal advantage or for the advantage of my friends or associates.
- Respect and support the majority decisions of the board.
- Immediately disclose to the board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Never exercise authority as a board member except when acting in a board meeting or as I am delegated by the board or its President.
- Continue to maintain the Hidden Valley HOA board member candidate qualifications.
- Consider myself a trustee of this organization and do my best to ensure that it is well maintained, financially secure, growing and always operating within the best interest of those we serve.

BOARD MEMBER SIGNATURE

DATE

**Hidden Valley Village Homeowners Association
BOARD MEMBER COMMITMENT PLEDGE**

I, _____, recognizing the vital responsibility I am undertaking in serving as a member of the Board of Directors of the Hidden Valley HOA, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a board member.

My Role:

I acknowledge that my primary role as a board member is (1) to understand, support and ensure fidelity to the Hidden Valley HOA mission and vision, and (2) to carry out the functions of the office of board member and/or officer as stated in the Bylaws.

My role as a board member will focus on the development of the broad policies (e.g., long-term vision, overall financial philosophy, etc.) that govern the implementation of institutional plans and purposes.

My Commitment:

I will exercise the duties and responsibilities of this office with integrity, fidelity and care.

I Pledge To:

- Maintain a good working relationship with other board members.
- Keep up to date on the organization's major programs and services.
- Follow trends and important developments in the HOA industry and substantive fields of interest.
- Educate myself about the needs of the constituents I serve.
- Act knowledgably and prudently when making recommendations.
- Recommend qualified individuals with relevant skills and experience as possible nominees for the board.
- Prepare for and participate at board and committee meetings.
- Participate in the strategic planning process.
- Willingly volunteer and use my special skills to further the organization's mission and vision,
- Complete all assignments in a timely manner.
- Listen respectfully to others' points of view.

- Take advantage of opportunities to enhance the organization’s public image by periodically speaking to leaders in the community about the work of the Hidden Valley HOA.
- Respect the confidentiality of the board’s executive sessions.
- Speak for the board or Hidden Valley HOA only when authorized to do so.
- Suggest agenda items for future board and committee meetings.
- Aid and advise the President when my help is requested.
- Avoid burdening the staff with requests for special favors.
- Ensure any communication with the community association manager does not undermine the relationship between the board and the manager.
- Avoid, in fact and perception, conflicts of interest that might violate the trust of the board or organization, and disclose to the board, in a timely manner, any possible conflicts. If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

BOARD MEMBER SIGNATURE

DATE