

ARTS COUNCIL OF LADYSMITH AND DISTRICT PERSONAL CODE OF CONDUCT: VOLUNTEERS

The Arts Council of Ladysmith and District, also known as Ladysmith Arts or the Ladysmith Gallery, is committed to ensuring that all our cherished volunteers—who so very generously share their valuable time with us—can perform their work in an enjoyable and stress-free environment. To this end, we most respectfully offer the following Code of Conduct Guidelines:

- I will do my utmost to ensure that my words and actions will enhance the effectiveness and reputation of the Arts Council.
- If I am confronted with an issue that needs addressing, I will promptly and directly speak to either the organization's Volunteer Coordinator or the Executive Director, who will discuss the matter with the Board President to resolve the issue.
- I will treat with unconditional courtesy and respect:
 - members of the general public;
 - board members;
 - staff members;
 - my volunteer co-workers; and
 - all others I come in contact with while acting as a volunteer.
- I will listen to and consider my teammate's ideas and diplomatically explain my own, so as to contribute to thoughtful decision-making for the benefit of the Arts Council.
- I will demonstrate respect through my actions and communications for all decisions made by the Board, even when my personal views differ from the Board's decision.
- I will bring forward any concerns about conflict of interest to the Volunteer Coordinator or Executive Director while acting as a volunteer.
- I will respect the confidentiality of the information I obtain as part of my work with the Arts Council and will not disclose information or take personal advantage of said information.
- I will not make statements to the media or address matters of public debate on behalf of the Arts Council without prior authorization from the Communications Coordinator or the Board of Director.
- I will not talk directly about another artist's art, its meaning, what is seen in the art, how the art speaks to me ect. other than what has been specified by the artist such as dimension, materials used and topic.