

1. Preamble

The Alberta Medical Association (AMA) Committee Members' Code of Conduct is meant to provide general guidance on standards of conduct. It addresses many of the main areas of concern but is not designed to be exhaustive in nature.

2. Member in Good Standing

Committee members will abide by all the rules and regulations of the AMA, including but not limited to those established in the Constitution and Bylaws, and will ensure that their AMA membership remains in good standing at all times.

3. Compliance with the Law

Committee members shall comply with all applicable provisions of laws and regulations. No committee member shall commit or condone an illegal act or instruct another individual to do so.

4. Conflict of Interest

Conflict of interest occurs when there is a reasonable perception that the ability to exercise the duty of a committee member is affected by the private interests of the committee member.

In the event a committee member has a real or perceived conflict of interest, the committee member agrees to:

- Advise the other committee members that a conflict of interest exists
- Not, in any circumstance, take part in the related discussion, debate, decision or vote
- Not exercise influence over the outcome of the related subject being dealt with by the committee

5. Confidential Information

Committee members shall at all times maintain the confidentiality of information acquired as a consequence of their service to the AMA and must not make use of or reveal such information or records except in the course of performance of their duties or unless the information is released by the AMA for public knowledge. This obligation extends beyond the committee member's direct involvement in the AMA. Committee members must not act on "insider information."

6. Gifts and Entertainment

Committee members shall not accept entertainment, gifts or benefits that grant or appear to grant preferential treatment to any individual or constituency. Similarly, no committee member shall offer entertainment, gifts, or benefits in order to secure preferential treatment. Gifts, entertainment and benefits may only be accepted or offered in the normal exchanges common to business relationships.

7. Responsibilities and Expectations

7.1 Accountability to the AMA

Committee members shall:

- Observe the committee's Terms of Reference
- Act honestly and in good faith and use their best efforts to provide progressive and collective leadership and direction to the AMA in support of its mission
- Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances
- Adhere to this Code of Conduct
- Endeavor to pursue the best interests of the AMA rather than their own interests or that of a constituency
- Strive to relay to the applicable individual(s) any information obtained which is of interest to the AMA
- Treat individuals fairly and with courtesy and respect

7.2 Meetings

Committee members shall:

- Understand their roles and act on them
- Attend and actively participate in meetings, and provide due notice if they are unable to attend
- Prepare for meetings by reading materials pre-circulated in advance
- Strive to make positive and constructive contributions in meetings and to interact with others courteously, respectfully and free of animosity
- Participate in applicable evaluation processes (e.g., committee self-evaluation activities)

7.3 Direction to Staff

- The executive director receives direction from, and is accountable exclusively to, the Board of Directors.

- Committee members will not issue direction to the executive director or other staff.

7.4 Committee Wholeness

- Regardless of their personal views, committee members shall not speak against or in a way that undermines committee solidarity once a decision or recommendation has been made.

7.5 President as Spokesperson

- The official spokesperson of the AMA is the president and, consequently, all public announcements will be made by and through him/her or his/her designate.

8. Breaches of the Code of Conduct

A committee member who has breached his or her duty by violating this Code of Conduct will be liable to forfeiture of committee membership or other form of censure as established by the Board of Directors.