

## Board Member Conduct Agreement

The BC College of Oral Health Professionals' (BCCOHP) fundamental duties, at all times, are to serve and protect the public, and to exercise its powers and discharge its responsibilities in the public interest.

The BCCOHP Board is composed of five public members and five professional members who are licensees of BCCOHP practising a designated health profession. The Board governs the oral health professions for which BCCOHP is responsible and ensures that governance activities of BCCOHP are conducted in accordance with the *Health Professions and Occupations Act*, the regulations and the BCCOHP bylaws.

As a steward of the public trust, the Board aspires to maintain the confidence of the public, the government, and the oral health professions through transparent and trustworthy oversight of BCCOHP's important statutory responsibilities and objectives.

This agreement sets out the expectations and requirements of Board members whose conduct ensures the diligence, commitment and integrity required in the Board's oversight of BCCOHP's mandated objects and duties.

### 1. Compliance with prescribed requirements

Board members must:

- 1.1 Exercise all powers and discharge all responsibilities in the public interest above all other considerations.
- 1.2 Have a working knowledge of the *Health Professions and Occupations Act*, including the guiding principles, the applicable regulations, the BCCOHP bylaws, and act in compliance with them.
- 1.3 Respect and abide by any validly-passed resolution or policy of the Board.

## 2. Expectations of the Board

Board members must:

- 2.1 Act at all times in the public interest, and not as a delegate or representative of any constituency, organization, or interest group.
- 2.2 Perform their duties in good faith to the best of their abilities.
- 2.3 At all times conduct themselves with fairness, honesty, and integrity.
- 2.4 Support all decisions of the Board once made, even if they do not personally agree with the decision.
- 2.5 Refrain from speaking on behalf of BCCOHP or the Board unless explicitly authorized to do so by the Board, the Board Chair, or the Registrar.
- 2.6 Make no attempt to exercise undue influence over other Board members.
- 2.7 Refrain from attempting to influence or interfere in any specific matters in any of BCCOHP's regulatory programs.
- 2.8 Review all material for which they are responsible and attend all meetings prepared to contribute to the discussion.
- 2.9 Respond promptly to all communication received from the Board or BCCOHP.
- 2.10 Interact respectfully, with compassion, curiosity and humility.
- 2.11 Reflect regularly on your privileges and biases, while remaining open to feedback, learning and growth.
- 2.12 Apply an equity and trauma-informed lens to all decisions.

- 2.13 Recognize the responsibility of the Board's leadership and approach discussions and decisions with openness, truth and courage.
- 2.14 Respect the knowledge and lived experiences of the individuals with whom the Board interacts, giving different perspectives equal consideration and value.

### **3. Avoidance of bias/conflict of interest**

Board members must:

- 3.1 Approach all discussions and decisions fairly and objectively with an open mind.
- 3.2 Fully and promptly inform the Board if a situation exists or arises in which the Board member has a bias or could reasonably be perceived to have a bias that prevents them from carrying out their duties in a fair and objective manner.
- 3.3 Fully and promptly inform the Board of any circumstance that is a potential, perceived or real conflict of interest that could benefit or be seen to benefit that or another Board member's personal finances, business dealings, family, friends, or organizations with which the Board member is associated.
- 3.4 Refrain from any participation in the discussion, consideration, or decision of any matter towards which the Board member has an actual or reasonably perceived bias or conflict of interest.

### **4. Confidentiality**

- 4.1 Board members must maintain strict confidentiality over confidential information regarding the Board or BCCOHP, its licensees, staff, and committees including:
  - a. Personnel information;
  - b. Personal information of a licensee;

- c. Complaints/discipline information;
  - d. Legal issues;
  - e. Information related to BCCOHP's finances;
  - f. Internal communications;
  - g. Correspondence received by BCCOHP or the Board where the sender has a reasonable expectation of privacy;
  - h. Internal discussions or deliberations;
  - i. Policy discussions or decisions that have not been publicly communicated;
  - j. Any other information related to matters that have been or will be discussed in-camera.
- 4.2 Board members must take all reasonable steps to safeguard confidential materials in their possession and must promptly notify the Registrar if they believe that confidential materials that were in their possession or control have been lost or otherwise compromised.
- 4.3 Board members may only disclose information that is or was confidential in the following circumstances:
- a. As explicitly authorized by the Board;
  - b. After the information has been publicly communicated by BCCOHP on its website or by other official means;
  - c. In accordance with the *Health Professions and Occupations Act*, the *Freedom of Information and Protection of Privacy Act*, or other enactment; and/or
  - d. As otherwise required by law.

- 4.4 Upon the end of their term of office, Board members must return any confidential materials remaining in their possession to BCCOHP or arrange for those materials to be destroyed.
- 4.5 The duty of confidentiality applies both during and after the Board member's term of office.
- 4.6 BCCOHP is entitled to any remedy available at law for a breach of confidentiality.

The undersigned hereby agrees that they have read, understood, and agree to this Board Member Conduct Agreement above:

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_