

## **POLICY FOR SERVING ON EXTERNAL COMMITTEES:**

Periodically, the United Native Friendship Centre Board members and staff are asked to serve on external committees. It is important to be aware of our roles and responsibilities when it comes to serving in this way.

### **Role:**

To act as a representative for the United Native Friendship Centre as mandated by a motion of the United Native Friendship Centre Board of Directors.

### **Responsibilities:**

- To act at all times in accordance to the United Native Friendship Centre Code of Ethics.
- To attend all committee meetings in a prompt and timely manner and to ensure that personal presentation (appearance) and behaviour on all external committees are professional and appropriate.
- To be actively aware of the issues and concerns of the organization.
- To ensure that the views expressed by the United Native Friendship Centre representative are those of the United Native Friendship Centre and not those of the representative's personal view.
- To communicate in writing a monthly report to the United Native Friendship Centre Board of Directors.

### **Procedures:**

A request will be made in writing to the United Native Friendship Centre from the organization wishing to have a United Native Friendship Centre representative. The Board of Directors will then choose from either the Board or staff as to who the representative will be. The decision will then be forwarded in writing to the organization.

**NOTE:** It is good to demonstrate community participation and get involved with other organizations and Boards as a community member. But if any employee chooses to do an activity that is not part of their job or is not mandated by the United Native Friendship Centre Board of Directors, it is up to the employee to use their own personal time to attend to such things.