



CIS
Alumni

CHINESE INTERNATIONAL SCHOOL ALUMNI ADVISORY BOARD
CODE OF CONDUCT FOR THE ALUMNI ADVISORY BOARD

This is a statement of the common understanding of broad principles by which the Members of the Advisory Board of the CISAA (the “**Members**”) operate.

PART I GENERAL

- 1 Members have responsibility for the broad policies, plans and principles within which the Advisory Board operates.
- 2 All Members are appointed with equal status. Their central and common concern should be the welfare of the school and alumni community as a whole. In this they must always have regard to the fact that there is an overriding duty to uphold and maintain the principles and objectives set out in the Advisory Board’s mission statement.
- 3 The Advisory Board has a duty to act fairly and without prejudice at all times. The overall good of the school will always override Members’ personal feelings and individual concerns.
- 4 The Advisory Board should recognize that it is accountable for its decisions to the members of the CIS Community including alumni, staff, parents and students.

PART II COMMITMENT

- 5 Being a Member requires the commitment of a significant amount of time and energy. Individual Members should have regard to this when agreeing to serve.
- 6 All Members should involve themselves actively in the work of the Advisory Board and accept a fair share of responsibilities, including (where necessary) service on committees and working parties.
- 7 Regular contribution, e.g. attendance at meetings of the full Advisory Board, committees and working groups is essential.
- 8 Members should know the school well and take all possible opportunities for involvement in school activities, including contact with pupils and staff through the medium of organized activities.

PART III RELATIONSHIP

9 Members should operate as a team so that constructive working relationships will lead to effective governance.

10 The Advisory Board should develop effective working relationships with the office(s) assigned by the School (the “**Office**”) and the alumni community through the medium of organized activities.

PART IV CONFIDENTIALITY

11 Individual Members should observe complete confidentiality in all matters discussed at meetings of the Advisory Board, as well as other matters agreed by the Advisory Board. Failure of a Member to comply with this confidentiality can lead to being asked to retire from the Advisory Board.

12 Decisions reached by the Advisory Board may be made public through minutes or otherwise, where they have been approved for publication by the Advisory Board. However, Members must still have regard to the fact that confidentiality may need to be exercised in respect of the discussions on which the decisions were based.

13 Members should exercise the highest degree of caution when involved in sensitive issues arising outside meetings of the Advisory Board, which may have an impact on the work of the Advisory Board or the operation of the School.

14 Apart from very specific instances where the Co-Chairmen of the Advisory Board (“**Co-Chairmen**”) may have to act or to take decisions on behalf of the Advisory Board, Members should recognize that they have no individual powers and should only speak or act on behalf of the Advisory Board when specifically authorized.

PART V CONDUCT

15 Members should express their views openly within meetings but should ensure that they relate to matters proper for discussion by the Advisory Board.

16 A Member who wishes to raise matters for discussion by the full Advisory Board should make a request to the Co-Chairmen for the item to be included at the next meeting’s agenda, and should endeavour to give at least ten (10) days prior notice to the rest of the Advisory Board.

17 A Member has the right to request any matters discussed at meetings to be recorded in the minutes, subject to confidentiality. Such a request must be honoured.

18 A Member must accept collective responsibility for all decisions taken by the Advisory Board.

19 When Members are unable to attend meetings they should ensure that the Office is notified in advance.

- 20 Members should be aware of the procedures for responding to criticisms or complaints relating to the school as given below:
- Any material concern or criticism about the school should be discussed with the Office in the first instance.
 - Items of key importance should be advised to the Co-Chairmen.
 - Such matters should only be referred to the full Advisory Board on the advice of the Office and in consultation with the Co-Chairmen.
- 21 Members should take every opportunity to maintain and develop the reputation of the school within the local community.

PART VI CONFLICTS OF INTEREST

- 22 Members, when acting as Members, are expected to consider and represent the interests of the school and its community as a whole in preference to any other interest which that Member may also have or represent.
- 23 Where a Member has an interest in school business involving potential monetary or non-monetary effect, either business or personal, he/she shall declare that conflict and the remainder of the Advisory Board shall consider the conflict and determine whether the Member may participate in the debate or vote on that issue.
- 24 The Members will not try and influence the admission process or decisions of the school.