



BANFF & LAKE LOUISE TOURISM CODE OF CONDUCT FOR DIRECTORS & COMMITTEE MEMBERS

In exercising their powers and discharging their duties, the Directors and Committee Members of Banff & Lake Louise Tourism (BLLT) shall agree to the following:

A. Core Values:

1. Align ourselves and our actions with the mission, vision and values of BLLT;
2. Lead by example – act in a way that exemplifies what we expect of each other and of the employees of BLLT;
3. Work together – bring out the best in each other and create strong and successful working relationships;
4. Respect the individual – respect people for who they are, their knowledge, skills and experience as individuals and team members;
5. Seek the facts and provide insight – challenge assumptions and pursue facts;
6. Be open and honest – sharing information, insight and advice frequently, constructively, and manage tough situations with courage and candor; and
7. Act with integrity.

B. Accountabilities:

1. Be responsible for being fully familiar with the business of BLLT and current on relevant matters;
2. Comply with all laws, rules, regulations and Bylaws of BLLT;
3. Be prepared for board and committee deliberation and discussion;
4. Participate in concert with other Directors and Committee Members in the decision making process of the Board of Directors and Committees;
5. Maintain in confidence any confidential information revealed to us in our capacity as Directors and/or Committee Members;

6. Disclose all possible conflicts of our duty to act in the best interest of BLLT and our self-interest;
7. Disclose the nature and extent of any self-interest or possible conflict we as Directors and/or Committee Members might have in a material contract or proposed material contract with BLLT;
8. Use influence with our own community to enhance the mission, vision and values of BLLT;
9. Act as an ambassador and spokesperson for BLLT;
10. Attend on a punctual bases, at least 75% of all regularly scheduled board meetings, including the Annual General Meeting, Annual Budget Review and Annual Strategy Retreat (applicable to Board Members), and 75% of the committee meetings of which we are members;
11. Show support for the BLLT by regularly attending BLLT sponsored or supported events; and
12. Represent BLLT to the members and be accessible to the members as required.

All Directors and/or Committee Members of BLLT will be required to sign the Code of Conduct as a condition of becoming a Director or Committee Member of BLLT. Directors and Committee Members will then be required to sign the Code of Conduct annually thereafter.

Director and/or Committee Member:

Signature	Name (Print)	Date
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Witness:

Signature	Name (Print)	Date
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