

Membership & Program Information Package

Crime Stoppers of Oxford Inc.



Our Mission

Crime Stoppers of Oxford Inc. is a partnership of the public, police and media which provides the community with a proactive, non-profit, charitable program to anonymously assist in solving crime and contributing to an improved quality of life.

About Crime Stoppers

Crime Stoppers is a non-profit, community-based charitable program involving the co-operative efforts of the community, the media and the police in the fight against crime. Crime Stoppers encourages the public to call with information concerning crimes that have been committed, are being committed or are about to be committed. Crime Stoppers has become an invaluable investigative tool to Ontario Police Services.

Since 1991, a group of dedicated, concerned civilians have comprised the volunteer Board of Directors for the Crime Stoppers of Oxford Inc. program and are the foundation of the program. Members raise, control and administer funds, organize reward payments to tipsters and promote the program in general.

Crime Stoppers does not receive any funding from any municipal organization or government bodies. Crime affects everyone, whether through increased insurance rates, the loss of property or the unsettling feeling of living in an unsafe area. As our local law enforcement organizations' resources become more taxed, community leaders, the business community and citizens can assist Crime Stoppers in making a financial difference! Donations of financial sponsorship are 100% tax deductible.

Our program works because it combats apathy by offering cash rewards and combats fear of reprisal by offering callers anonymity. We encourage public involvement through the ongoing combined efforts of the public, media and police.

History

Crime Stoppers is based on the simple principle that for every crime committed someone other than the criminal has information that might solve it. Crime Stoppers is the brainchild of a Canadian-born Albuquerque, New Mexico police detective, Greg MacAleese. MacAleese was assigned to investigate a 1976 robbery gone awry that resulted in the senseless shooting of a young part-time employee of a gas station. Frustrated by the lack of a solid investigative lead in this case, MacAleese recognized there were two reasons the public did not communicate information concerning crime to authorities. These two prohibitions were; a valid fear of reprisal and pervasive public apathy. This crime occurred at dusk, in a well-travelled neighbourhood in Albuquerque, leading MacAleese to believe that someone, other than the killers, must have knowledge concerning this homicide.

He reasoned that if he were to offer a cash reward to overcome the apathy, while guaranteeing anonymity, to protect against reprisal, he might be able to solve this case. He contacted the local media, staged an on-site televised re-enactment of the crime and offered a cash reward from his own pocket for information that led to an arrest of the persons responsible. He set up a secure "tips" line and invited the public, after viewing the re-enactment, to call with information. He received a number of calls and the case was solved.

The Crime Stoppers triad was forged when MacAleese approached several members of the community to serve on a governing board of directors to administer the fledgling

program and raise the necessary charitable funding. The concept of the community, the media and the police working together to solve crime spread rapidly to the point where there are Crime Stoppers programs across Canada, the United States, Britain, South Africa, Guam and Australia. In Ontario, there are 39 programs, linked together by a national toll-free Crime Stoppers telephone number (1-800-222-8477 or TIPS), covering the entire geography of our province. The impact of this crime fighting network in Ontario has been astounding! Since the original Ontario program commenced operation in 1983 to the end of 1999, Crime Stoppers tips have led to the arrest of 50,000 persons and the recovery of \$375 million in stolen property and seized illicit narcotics.

As a member of Crime Stoppers International, our local program has a global perspective in the fight against crime and terrorism. In 2006, Crime Stoppers International was granted "Special Consultative Status" by the Economic and Social Council of the United Nations, having been recognized as providing an important tool in combating the increasing world-wide criminal and terrorist activities.

Purpose of Crime Stoppers

The purpose of Crime Stoppers is to overcome fear of reprisal and encourage the public to anonymously become involved in assisting law enforcement agencies in the apprehension and conviction of criminals. We urge citizens to call the toll-free TIPS line (1-800-222-TIPS), which is manned 24/7 by both local coordinators and a specialized answering service. If the information leads to an arrest, the seizure of narcotics or the recovery of stolen property, the tipster may be eligible for a cash reward up to \$2000.00.

How the Tipster Payout System Works

Our tipster payout system meets the criteria established by the Ontario Association of Crime Stoppers and Crime Stoppers International. A civilian coordinator takes the tipster's anonymous call or web tip and documents the details of the call, giving the caller only a confidential code number. Callers are instructed to call the Crime Stoppers office back with their code number the day after the monthly Board meeting when the reward amount is determined. As well, the caller is then instructed as to how, when and where to pick up their cash reward; always at a confidential drop point that is changed every few months.

Roles and Responsibilities Of Organization Directors

Responsibilities of the Board of Directors

1. Trusteeship

The most important responsibility of the board is trusteeship. The directors are responsible for the organization's programs, image and assets. They have a duty to manage the organization honestly, in good faith, and in the best interest of the organization while using the care and diligence of a reasonably prudent person.

2. Financial Management

The directors are responsible for spending money on programs that represent the organization's priorities of need. They are trustees, responsible for funds that the organization raises, accepts and disperses. Simply put, the board member is obligated to exercise judgment that a reasonably prudent individual would exercise in regard to his or her own funds. Adequate financial controls that protect the assets and limit the liabilities (e.g. procedures for authorizing expenditures and borrowing, budget controls, etc.) are required.

3. Program Planning Implementation and Evaluation

The directors must ensure that the board sets goals, defines obligations and develops plans to reach these goals. The goals should reflect the needs of the organization and its community and be translated into the budget or utilization of resources at the disposal of the organization. Activities carried out on behalf of the organization should be consistent with its established goals. Methods of evaluating the effectiveness of programs on the basis of effectiveness per unit of input are necessary for accountability purposes.

4. Communication

No organization can exist with the board acting alone. Communication within the organization, both written and verbal, enables the membership to understand and support the board actions. However, it is a two-way street since the board must "keep in touch" with members, especially when establishing goals and planning programs.

Interaction with individuals and groups outside the organization's membership, including potential members, community leaders, other organizations and various business and government bodies, is very important. The spirit of this interaction can be largely affected by the image projected.

The organization's image is developed through communicating the organization's actions, concerns and vision effectively, not just to the membership, but also to the community.

Legal Status and Liability

Incorporation is a legal process whereby an organization is recognized as a corporate individual, having many of the same legal rights and obligations as a person. An incorporated organization may enter into contracts, own land in its own name and sue and be sued in courts.

The primary advantage of incorporating an organization is limited liability, which means that no member of the group is generally responsible for the debts, other obligations, or any action of the organization. However, the organization and its officers could still be prosecuted for contravening or failing to observe the provisions of its statute of incorporation.

The issue of director and member liability is very complex and is in a state of flux. The purpose of this document is to provide a general overview of the subject. For specific situations, the program should seek legal advice.

Checklist for Directors of Effective Boards

- ☀ Be sure you are aware of your responsibilities before agreeing to sit on the Board
- ☀ Be familiar with the organization by-laws/operation procedures and corporate charter
- ☀ Ensure that the by-laws of the organization, policies and procedures and charter are up to date
- ☀ Ensure that clear minutes of all meetings are kept
- ☀ Keep informed on all activities of the organization, its board and its committees
- ☀ Attend meetings regularly and exercise your right to express your viewpoint
- ☀ Resign from the Board if you cannot do the job
- ☀ Speak up early if there is a potential conflict of interest
- ☀ Make sure that everyone is trained properly and there are clear job descriptions
- ☀ Ensure that there are correct procedures in place for disbursement or receipt of funds and that insurance is acquired to cover risk
- ☀ Ensure that the organization's programs are regularly evaluated.

Who is a Board Member?

A board member is a representative of the Community of the highest caliber and character who helps to manage the affairs of the Corporation without remuneration.

What Does a Board of Directors Do?

A board of directors is the legal authority for the organization and acts in a position of trust for the Community. It is elected to plan the organization's direction and manage and direct its affairs as well as provide continuity for those affairs. Accepting the role means assuming responsibility for its assets, its liabilities, its income and expenses and its overall policies.

Why Do We Need to Know the Role?

- ☀ Many board members serve for months before they really understand what they are supposed to do. This confusion can waste valuable time for both the new board members and for existing members who must carry an extra load until the new member is up and running. It is even possible that the new member could unknowingly make a public faux pas that could have been avoided.
- ☀ The board is legally accountable for ensuring the sound financial management of the organization.

THE THREE MAIN ACTIVITIES OF A BOARD

Board members are responsible for the program's future. There is a collective role of the board but the organization relies on each board member to carry out individual tasks and obligations to accomplish the whole.

The role and responsibilities of a board are based on three broad activities of the organization.

- ☀ Governance – Policies developed by the board that give overall direction to the organization ... e.g. By-laws, policies, strategic plan
- ☀ Management – Actions and decisions made to ensure there are sufficient and appropriate human resources for the organization to accomplish its work.
- ☀ Operations – the activities, services and programs of the organization.

A board assumes individual members will act with integrity and use ethical conduct as they carry out their duties. It also assumes proper, appropriate behavior when acting on behalf of the board.

A board member is required to:

- ☀ Commit to the work of the organization
- ☀ Uphold legal requirements
- ☀ Be willing to serve on two or more committees
- ☀ Attend monthly board meetings
- ☀ Attend meetings of chosen or assigned committees
- ☀ Attend annual meeting
- ☀ Attend membership meetings (if appropriate)
- ☀ Support special events
- ☀ Fund raise
- ☀ Give advice and assistance in areas of expertise

And **may** be required to:

- ☀ Assist with public speaking
- ☀ Meet with funders and/or other organizations

Within the three broad activities (governance, management and operations) there are five main areas of responsibility or roles for board members, **each as important as the others**.

THE FIVE MAIN ROLES OF A BOARD MEMBER ARE:

- ☀ Vision (includes strategic planning and evaluation)
- ☀ Financial (includes budget and fundraising)
- ☀ Publicity (includes community relations, image and marketing)
- ☀ Human Resources (includes coordinators, staff, board members and volunteers)
- ☀ Operations (includes meetings, committees and executive positions)

Vision

The board is responsible for the program's future. Establishing the vision and purpose in the form of a mission statement is a critical board activity.

A strategic plan should be written and regularly reviewed and updated. Any organization must know what their goals and objectives are as well as how they plan to reach them. The plan should include long and short term goals and set the general direction your program will go in. It should be ambitious, yet realistic.

It is also very important to regularly evaluate the outcomes of the plans to ensure the programs and services meet the expectations and objectives set and to make changes if necessary so as to continuously improve the program's work. Evaluation will allow you to be accountable to the community and the people served by the organization and will provide feedback to the volunteers, committees and board members doing the work of the organization.

Vision will:

- ✿ Set direction
- ✿ Foster a sense of belonging and commitment to the organization
- ✿ Promote excellence, effectiveness and productivity
- ✿ Challenge board members to seek, create and build opportunities for the program

Financial

The board is legally accountable for sound financial management. It must manage the program's assets to protect its future. It must, therefore, ensure the financial health of the organization; that there are adequate financial resources for the work of the program. The board must approve the annual budget, monitor revenues, oversee expenditures, approve expenditures, manage the assets and ensure adequate financial resources or revenues for the program. The board also must ensure that all books and records of the corporation required by the by-laws of the corporation or by law are regularly and properly kept and that all legislated reporting is done properly and on a timely basis.

The community to whom the board is ultimately responsible is more willing to support organizations whose funds are prudently and effectively spent and as the board is liable for the financial situation of the program, good financial controls must be in place. A budget must be established and regularly monitored to give board members a way to evaluate and control income and expenditures. Without a budget there is no way to know what your program's financial status is.

Previously it was noted that the board is responsible for ensuring adequate financial resources for the work of the program. This includes the responsibility to fundraise. Fundraising is essential to ensure the successful continuation of the Crime Stoppers Program. It permits the program to pay tipsters, to cover administration costs, to market the program and to provide training for the board. It is a key ingredient that must be ongoing and diversified. Fundraising is a high priority of the board and as such requires the full dedication and support of all board members. It must have mutual agreement of all partners; the board, the police services and the media.

Publicity

The basic purpose of Crime Stoppers is to assist law enforcement agencies in the solving of crimes through anonymous tips. In order for that to happen, many factors must be in place. There must be enough money to fund the promised rewards, law enforcement agencies must cooperate by investigating the tips and solving crimes and the public must know the rewards are available.

The board must manage the organization's relations in the community and present a competent, professional image that builds the confidence of donors and users. It must capitalize on the expertise of the media partners on the board. All events and programs must be well marketed to ensure the success of your program.

Board members are all spokesmen for the program as they move through their daily lives.

People will, once they know of your association with Crime Stoppers, regularly ask what Crime Stoppers is and what they do. You may struggle through an explanation of the idea behind Crime Stoppers and how we help police and other law enforcement agencies. Depending on the clarity and the success of your explanation, the listener may come to understand the program and may even make a donation to Crime Stoppers. It is important that all board members go out with the same information so that we appear professional, confident and excited about our program. The board should prepare a proper case statement that sets forth in detail the reasons why Crime Stoppers merits support.

Human Resources

One of the five main roles of a board member is making sure that the organization has sufficient and appropriate human resources to carry out the work of the program. It must:

- ✿ Ensure a coordinator is available to take the tip calls and do the follow up and associated work
- ✿ Hire, provide direction and evaluate any staff (this may be delegated in some situations)
- ✿ Oversee recruitment, orientation and training of board members and volunteers
- ✿ Ensure capability, suitability and vitality of its own membership and of a volunteer base
- ✿ Acknowledge and thank staff, board members and volunteers for their contribution to the organization (certificates, plaques, gifts, recognition at annual meeting or special recognition events)

- ✿ Ensure the board committees operate effectively
- ✿ Maintain an effective working relationship with the coordinators and any staff by having:
 - shared goals
 - cleared roles, expectations and authorities
 - regular communication
 - mutual respect (for each other's competence and skills, integrity and unique contribution)

Organization Operations

The board of directors has a key role in the operation of the organization.

- ✿ They oversee the organization structure and administration
- ✿ Policies are set by the board that guides all aspects of operations such as; the constitution and by-laws, programs, public education, budget, human resources, etc.
- ✿ They know the board's legal obligations and must ensure they are in order
- ✿ They must ensure that the board itself works effectively
- ✿ They must hold meetings as required
- ✿ They must form, participate on and oversee committees
- ✿ They must accept executive positions if required

COMMITTEES

As Board members you are expected to:

- ☀ participate in one or more committees and possibly chair one
- ☀ prepare for, attend and actively participate in committee meetings
- ☀ work with other committee members to carry out committee tasks between meetings
- ☀ complete any tasks or assignments you accept to the best of your ability

Committees:

- ☀ do preparatory work leading up to Board decisions, e.g. developing policy, options, budget and recommendations for the consideration of the board
- ☀ carry out tasks on behalf of the board in certain areas, e.g. fundraising, public awareness, newsletter
- ☀ work with staff to implement certain operations or activities, e.g. Student Crime Stoppers
- ☀ oversee certain functions, e.g. Nevada activity
- ☀ Boards sometimes strike advisory committees which usually are composed of individuals from outside the organization who provide advice and expertise in specific areas or on particular issues

NOTE: Board committees should be evaluated annually including a review of whether each committee is still necessary

Crime Stoppers of Oxford Inc. Committees

Executive Committee: has the role of maintaining the work of the Board between meetings, during which time decisions may need to be made

Gala Committee: coordinates our largest fundraising event

By-Law Committee: monitors the By-Laws and practices of the organization in more detail than the Board does

Communication, Education and Outreach: coordinates speaking engagements to community groups and other activities

Golf Committee: coordinates yearly golf tournament

Membership Committee: responsible for interviewing and vetting new volunteers and board members

Promotions/Marketing Committee: researches unique means of promoting Crime Stoppers and makes recommendations to the Board for marketing materials

Website Committee: responsible for maintaining the website

EXECUTIVE POSITIONS ON THE BOARD

In the very few instances that a program falters, or is not successful it is without exception the lack of leadership that has caused it. It is therefore crucial that the right people be in the right job for the leadership of the board.

- ☀ President – the President is charged with the general management and supervision of the affairs and operations of the organization and represents the corporation at public or official functions. He/she, when present, presides at all meetings of the members and/or the board including the annual meeting. He/she chairs the Executive committee as well. When chairing a meeting, the President is expected to encourage participation of all board members, allow all relevant views and information to be aired, keep board members on topic and keep the meeting on schedule. The President also performs such other duties as may from time to time be determined by the board.
- ☀ Vice President – The Vice President shall have all the powers and perform all the duties of the President in the absence or disability of the President; or the board may from time to time determine other duties.
- ☀ Treasurer – The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the corporation in proper books of account and shall deposit all monies in the bank. He/she shall disburse funds under the direction of the board and shall, on a regular basis, render to the board an account of all transactions and of the financial position of the board. The Treasurer shall be the custodian of the books and records of the board that are required to be retained by the provisions of the Charitable Institutions Act. He/she shall sign cheques, have the accounts audited, and participate in the budget development.
- ☀ Secretary – The Secretary acts as the ex officio clerk of the board. He/she shall attend all meetings of the board and of standing committees as required by the board. The Secretary records all facts and minutes of all proceedings and give all notice required by meetings. He/she is the custodian of the corporate seal and of all records and documents of the organization that are not financial. The Secretary attends to correspondence and performs such duties as may from time to time be determined by the board.
- ☀ Past President – The Past President provides a much needed continuity in the management of the corporation. He/she serves on the Executive committee and sometimes is one of the signing authorities.

Some Keys to Success

- ✿ Understand the organization's ideals, mission and mandate and then commit
- ✿ Attend and participate
- ✿ Keep board discussions confidential
- ✿ Teamwork
- ✿ Bring and share your own skills, talents, training, experience and ideas

MEETINGS

- ✿ Attend all board meetings and call regrets if you are unable to attend
- ✿ Prepare for meetings by reading minutes and prepared material
- ✿ Participate actively in a positive, constructive manner by asking questions to clarify issues, by expressing your views, by listening to and considering the views of others and changing your position if warranted and by making decisions

Basic Concepts of Parliamentary Procedure

Parliamentary procedure is a set of rules for conduct of meetings. It allows everyone to be heard and to make decisions without confusion.

Parliamentary procedure originated in the early English Parliaments and came to Canada with the first British settlers. It became uniform in 1876 when Henry M. Robert published his manual on Parliamentary Law. Robert's Rule of Order newly revised is most commonly used as the guide to the conduct of public and private meetings.

Following the rules of parliamentary procedure helps keep meetings productive, fair – and on schedule.

AGENDAS

The order of business for most meetings is usually:

- ✿ Call to Order
- ✿ Attendance
- ✿ Minutes of last meeting
- ✿ Rewards

- ☀ Coordinators Reports
- ☀ Committee Reports (from standing to ad hoc)
- ☀ Business arising
- ☀ New business
- ☀ Announcements (from general significant information to the sharing of important items)
- ☀ Adjournment

Definitions

Motions

A motion is a proposal that the assembly TAKE A STAND or TAKE ACTION, or to express their views on some issue. Directors can:

1. Present motions "I move..."
2. Second motions "second"
3. Debate motions "I think..."
4. Vote on motions "yea", "nay"

There are FIVE GENERAL TYPES of motions:

1. MAIN MOTIONS which introduce subjects for consideration; however, they cannot be made when another motion is before the Board. They yield to privileged, subsidiary and incidental motions.

"I move that the Board of Directors approve the ..."

2. SUBSIDIARY MOTIONS , which change or affect how the main motion is handled, and are voted on before the main motion

"I move that the motion be amended by deleting ..."

"I move the matter be referred to the By-Law Committee"

Subsidiary motions have rank among themselves (described below as lowest to highest rank)

- ☀ postpone indefinitely
- ☀ amend
- ☀ refer to a committee
- ☀ postpone definitely
- ☀ limit or extend limits of debate
- ☀ lay on table

3. PRIVILEGED MOTIONS which are most urgent. They concern special or important matters not related to pending business, and may interrupt any other business.

"I move we adjourn."

4. INCIDENTAL MOTIONS which are questions of procedure that arise out of other motions. They must be considered before the other motion.

"I move to suspend the rules for the purpose of ..."

"Point of Order"

5. UNCLASSIFIED MOTIONS which have to do with the taking of further actions upon those matters which have been previously considered and either acted on: favourable, adversely, or upon which final actions have been deferred. Most common are:

- ✿ to ratify
- ✿ to reconsider
- ✿ to rescind
- ✿ to take from the Table

Motions to bring a question again before the Board

- ✿ reconsider
- ✿ rescind or amend something previously adopted

GENERAL RULES FOR PRESENTING MOTIONS

1. Obtain the floor

- ✿ Wait until the last speaker is finished
- ✿ Rise and address the Chair (Mr. or Madam Chair)
- ✿ The Chair will recognize you by stating your name

2. Make your Motion

- ✿ Speak clearly and concisely
- ✿ State your motion affirmatively: "I move that ...". When moving a motion against, do not state negatively: "I move that the Board not approve ...," but rather "I move that the Board take no action regarding ..."

- ☀ Avoid personalities and stay on the subject

3. Wait for a Second

- ☀ Another member will say "I second the motion"
- ☀ Or the Chair will call for a second
- ☀ If there is no second, your motion will not be considered

4. Chair States the Motion

- ☀ The Chair should say, "it is moved and seconded that ..."
- ☀ After this happens, debate or voting can occur
- ☀ Your motion is now "assembly property" and you cannot change it without consent of the members

5. Expand on Your Motion

- ☀ Mover is allowed to speak first
- ☀ Direct all comments to the Chair
- ☀ Keep to the time limit for speaking
- ☀ You may speak again after all other speakers are finished
- ☀ You may speak a third time by a motion to suspend the rules with a 2/3 vote

6. Putting the Question

- ☀ The Chair asks, "Are you ready for the question?"
- ☀ If there is no more discussion, a vote is taken. The Chair announces the result; or
- ☀ A motion for a previous question may be adopted

VOTING

The method of voting depends on the situation and the procedural by-law

By Voice

the Chair asks those in favour to say "yes" and those opposed to say "no" (for majority votes only). A member may move for an exact count.

By Show of Hands

members raise their hands as sight verification of, or as an alternative to a voice vote. It does not require a count. A member may move for an exact count.

By Roll Call

If a record of each member's vote is needed, or requested under the procedural by-law rules, each member answers "yes" or "no" or "present" (indicating the choice not to vote, or following the rules of the procedural by-law in this instance)

By Ballot

members write their vote on a piece of paper. This is done only in certain circumstances as permitted by the procedural by-law.

By General Consent

when a motion is not likely to be opposed, the Chair says "if there is no objection ..." Members show agreement by their silence. If someone says, "I object," the matter must be put to a vote.

RULES AND DECORUM IN DEBATE

Debate in a meeting is important. Every member has the right to full and free discussion provided, however, that such debate is within established rules.

- ☀ Remarks must be confined to the motion on the floor
- ☀ A member's motive must not be questioned and the use of unkind words must not be allowed.
- ☀ Remarks are addressed through the Chair; members do not talk directly to each other.
- ☀ The maker of the motion has the right to speak first but must exercise that right promptly.
- ☀ A member may speak for a specified period of time, usually ten minutes (frequently a limit of two or three minutes will be adopted). A member may speak more than two times if another member wishes to speak a first time to the same motion.
- ☀ A member may vote against his or her own motion, but may not speak against it.
- ☀ Debate can be stopped only through the use of the motion, call for the question. This motion requires a second; it is not debatable; and requires a two-thirds affirmative vote.

On an annual basis, these forms are to be reviewed and signed by each Crime Stoppers of Oxford Inc. Board member.

- Declaration Re: Criminal Background Or Vulnerable Sector Check
- Oath of Secrecy and Undertaking of Confidentiality
- Board Member Code of Conduct



**DECLARATION RE: CRIMINAL BACKGROUND
OR VULNERABLE SECTOR CHECK**

I hereby declare that I do not have any convictions for an offence in respect of which a pardon has not been granted, under the *Criminal Records Act* (Canada) and has not been revoked, in accordance with the *Criminal Records Act*, or any criminal convictions registered or charges pending.

I acknowledge that either a) during the period of obtaining a satisfactory Criminal Background or Vulnerable Sector Check to present, or b) since beginning to voluntarily serve with Crime Stoppers of Oxford Inc. to present, I have maintained a satisfactory record. I also acknowledge that if the criminal background or vulnerable sector check is unsatisfactory to Crime Stoppers of Oxford Inc., my voluntary involvement with Crime Stoppers of Oxford Inc. may be terminated.

Name (please print)

Date

Signature

Witness Name (please print)

Date

Signature



Crime Stoppers of Oxford Inc.

Oath of Secrecy and Undertaking of Confidentiality

I,in connection with my association to Crime Stoppers of Oxford Inc., do hereby undertake and agree that, except in the course of judicial proceedings, I shall not disclose, communicate or convey or allow to be disclosed, communicated or conveyed, directly or indirectly, to any person, organization or publication, any information what so ever obtained by me, in or about the performance of my duties or by virtue of my position as a volunteer with the Board of Directors of Crime Stoppers of Oxford Inc.

1. I acknowledge and agree that I shall not allow any person or persons to inspect or have access to any written statement, record, correspondence, plan, photograph or any other paper or document which I have control of, or access to, and will conscientiously endeavor to prevent any person from so inspecting, or having access to, any such information, except required pursuant to the law, or to anyone who is not associated with a Crime Stoppers organization;

And

2. I undertake to treat confidentially all such information and agree not to knowingly disclose any information whether directly or indirectly to any person who is not legally entitled thereto or who is not directly associated with a Crime Stoppers organization, except as may be necessary to perform my duties, whether during my association with Crime Stoppers of Oxford Inc. or after it concludes. Any violation of this Undertaking of Confidentiality may result in the immediate termination of my association with the Crime Stoppers of Oxford Board.

Date at Oxford, Ontario, this _____ day of _____ 2017

PARTICIPANT (please print)

WITNESS (please print)

PARTICIPANT (signature)

WITNESS (signature)



Board Member Code of Conduct

Volunteer Board Members of Crime Stoppers of Oxford Inc. are expected to adhere to the **Board Member Code of Conduct** which shall govern their behaviour as representatives of Crime Stoppers of Oxford Inc.

Board Members shall:

- Adhere to board governance of the Oxford program and be familiar with those procedures and changes as they occur.
- Treat citizens and staff with dignity, consideration and respect.
- Maintain a professional relationship with other board members, police services and other volunteers.
- Carry out assigned duties with integrity, honesty and objectivity at all times.
- Be accountable for their actions.
- Perform their duties in accordance with the Vision, Mission, Values and Ethics of Crime Stoppers of Oxford Inc.
- Protect the confidentiality of all information acquired while performing their role.
- Respect the organizations property, materials and equipment.
- Accept new ideas and adapt to changing conditions.
- Not misrepresent their role as a volunteer Board Member of Crime Stoppers of Oxford Inc.
- Not engage in any activity that may result in a criminal record or bring discredit to Crime Stoppers of Oxford Inc.

These points are a guide to your behaviour as a member of the Crime Stoppers of Oxford Inc. Board. They are not intended to cover every situation or provide a set of absolute standards. However, the last noted point shall result in termination as a Board Member of Crime Stoppers of Oxford Inc.

Name (please Print)

Signature of Board Member

Date _____