

Visiting Committee Member Agreement and Head of School Support

Participating on a Visiting Committee is a significant undertaking for any school leader; however, we are also told that it is one of the best professional development opportunities available.

CAIS asks that Visiting Committee members be leaders who stand out in their schools and have a clear understanding of our focus on whole school improvement; leaders who have experience with change management, working collaboratively, and writing effectively; leaders who think big picture, meet deadlines, and ask great questions.

Ideally, each school sends its best leaders to ensure a positive impact on the independent school community and, when the time comes, on its own school community during its accreditation review.

Visiting Committee members volunteer their time to support other independent schools as part of the accreditation program. As CAIS volunteers, Visiting Committee members are representatives of the organization and the broader CAIS community. Visiting Committee members are expected to uphold the values of CAIS and comply with all applicable CAIS policies, procedures, and the following Code of Conduct.

VISITING COMMITTEE MEMBER CODE OF CONDUCT

This Code of Conduct applies to all individuals who act in a volunteer capacity as Visiting Committee members.

CAIS Visiting Committee members are expected to conduct themselves and the work they perform on behalf of CAIS in a professional manner. Accordingly, all Visiting Committee members must comply with the Code of Conduct described below.

1. **Confidentiality**
At all times, the privacy and dignity of the host school community members, other Visiting Committee members and CAIS staff must be respected. Visiting Committee members will have access to information and documents relating to the host school, other Visiting Committee members, and/or CAIS that are private and confidential in nature; reasonable care and caution will be exercised to protect and maintain total confidentiality. Visiting Committee members will not read records or discuss such information unless there is a legitimate purpose.
2. **Respect for role and responsibilities**
Visiting Committee members must understand the nature of their role and responsibilities. They must keep their activities within the scope and boundaries of their roles and remain accountable to CAIS. Visiting Committee members will give their full attention to the assignment, be prompt and reliable.
3. **Professional Integrity**
As representatives of both their own school and the CAIS organization, Visiting Committee members will, at all times, maintain a high level of professional integrity in speaking about CAIS or CAIS member schools.

4. Expenditures

CAIS Visiting Committee members shall abide by CAIS's travel and expense policy and shall only incur expenses as authorized by CAIS staff.

5. Personal gains

Visiting Committee members must not use their status as a Visiting Committee member to obtain personal gain from the host school. Additionally, Visiting Committee members should neither seek nor accept payments, services, fees, special valuable privileges, or loans from any person or organization associated with the host school.

6. Conflict of interest

Visiting Committee members must act in all matters in a manner that will safeguard the reputation and integrity of CAIS and will preserve and strengthen confidence in the CAIS and its accreditation program. Visiting Committee members must refrain from engaging in any review in which personal interests conflict, potentially conflict or appear to conflict with those of CAIS or the host school. Visiting Committee members shall, at the first opportunity, disclose any conflict of interest. The nature of this reported conflict must be noted in appropriate records of CAIS.

Some conflict of interest situations are easily identifiable, whereas others are more subtle. Some of the more common situations rise to the potential conflicts set out below. This list is illustrative only and should not be regarded as all-inclusive:

- **Payment or Gift Acceptance:** No Visiting Committee member should solicit payment of any kind for his or her work on a Visiting Committee. Payments include cash, discounts, concessions, services, or gifts with the exception of school logo items of minimal value from host schools.
- **Inside Information:** Host school information reviewed as part of an accreditation review should not be used either for the purposes of gaining advantage for one's self, a colleague, or another school/organization. As example of this would be using salary data of the host school to negotiate one's contract at their own school.
- **The Making of Statements:** No Visiting Committee member shall use CAIS stationery, any title of CAIS or misidentify him or herself as an employee of CAIS in connection with any matter as to which he or she is not authorized as a representative of CAIS and to express an opinion on its behalf. An example of this would be writing an article for the local newspaper.

7. Privileged information

Visiting Committee members must not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with CAIS. This applies both during and after the period in which the individual is a CAIS Visiting Committee member.

8. Respectful conduct

Visiting Committee members must treat with respect all host school community members, fellow Visiting Committee members, CAIS staff, and all others with whom they interact while conducting the CAIS accreditation review. Harassment, discrimination or other behaviours that compromise the dignity and self-worth of others will not be tolerated, and will be addressed promptly, in confidence, and in accordance with CAIS policies. Read: [CAIS Workplace Violence and Harassment Policy](#).

9. Safety

Visiting Committee members must abide by all standard safe workplace practices, including reporting accidents, injuries, and unsafe situations to the CAIS On-site Coordinator or appropriate host school personnel. Read: [CAIS Health and Safety Policy](#).

10. Child protection

Visiting Committee members must treat all students with respect and immediately report concerns or allegations of child abuse or neglect. When meeting with students, Visiting Committee members will ensure that another adult is present.

Any Visiting Committee member who is uncertain of the application of this Code of Conduct should contact the CAIS Accreditation Coordinator for their assignment.

Visiting Committee Member Assurance:

- I have received, read, and will comply with the CAIS Code of Conduct and all related policies.
- I have disclosed any potential conflicts of interest to CAIS prior to accepting the role on this Visiting Committee.
- I commit to reviewing all training and orientation materials in preparation for this accreditation review.
- I commit to fulfilling the responsibilities assigned to me during this accreditation review and doing so within the timeframe provided.

Accreditation:

Host School

Review Date

VC Member:

Name

Signature

Date:

Head of School Assurance:

CAIS requires the support of the Head of School for each Visiting Committee member prior to their participation on a review. Assurance is requested for the following:

- This Visiting Committee member has a current criminal check, vulnerable sector screening and/or other provincial requirements, such as child abuse registry checks, on file with the school.
- I am not aware of any reason why this Visiting Committee member should not participate on a review of another school.
- I have reviewed the CAIS policies and Code of Conduct with the VC member.
- I support this Visiting Committee member's participation in the above noted CAIS accreditation review.

Head of School: _____
Name

Signature

Date: _____

CONFIDENTIALITY AND CONFLICT OF INTEREST POLICY
(Approved by the Board August 20, 2014)

The CAIS Board of Directors has adopted this Confidentiality and Conflict of Interest Policy (the “Policy”) to promote confidence in the integrity, objectivity and impartiality of CAIS and the deliberations of the Board and its Councils and Committees.

Application:

This Policy applies to each Director, Officer and employee of CAIS, as well as each member of a Council, Committee or Task Force of CAIS and each member of a Visiting Committee of CAIS struck to conduct an evaluation or accreditation review of a particular school. The Board of Directors is responsible for monitoring compliance with this Policy.

Confidential Information:

All information regarding the business of CAIS, the Board and its Councils, Committees and Task Forces and all information regarding the CAIS Member schools, including compliance with standards by, or the review for accreditation of, any Candidate or Member school, including Accreditation Reports, shall be regarded as confidential unless specifically determined otherwise by the Board of Directors. Such information must not be revealed or discussed with third parties without the specific approval of the Board of Directors. This duty to maintain confidentiality shall continue indefinitely. Persons to whom this Policy applies who have committed an unintended breach of confidentiality will contact the Chair of the Board or the Executive Director to identify the issue so that any necessary remedial action can be planned or implemented.

Duties:

Each person to whom this Policy applies shall act honestly and in good faith in the best interests of CAIS, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Conflict of Interest:

Each person to whom this Policy applies should avoid engaging in any personal business which would conflict with either the business of CAIS or his or her duties and responsibilities to CAIS. A person to whom this Policy applies who has a material interest in any company or organization which has material dealings with CAIS must disclose in writing such interest to the Chair of the Board and must exempt himself or herself from participating in any discussion involving such interest.

Remuneration:

Directors, and members of any Council, Committee, Task Force or Review Committee, of CAIS shall not receive any remuneration for their duties as such and may not engage in any other service to CAIS for which they might expect remuneration without the approval of the Board of Directors.

Prohibited Use of Position:

No person to whom this Policy applies shall use, or seek to use, his or her position with CAIS in a manner that would conflict with his or her duties and responsibilities to CAIS. No person to whom this Policy applies shall attempt to influence the admission of any school to CAIS nor shall he or she in any way influence the evaluation of any Candidate or Member school.

Public Pronouncements:

No person to whom this Policy applies, other than the Chair of the Board and the Executive Director, shall speak to, or interact with, the public, media, or other organizations on matters pertaining to CAIS's operations or policies without having been explicitly authorized to do so by the Chair of the Board or the Board of Directors.

Violations of this Policy:

Each person to whom this Policy applies is responsible for being aware of, understanding and complying with this Policy and shall promptly report any problems or concerns and any actual or potential violation of this Policy to either the Chair of the Board or the Executive Director.

Annual Certification:

Each person to whom this Policy applies will annually review the policy and sign and deliver to the Secretary of CAIS, the following certificate:

CERTIFICATE

I certify that I have read and fully understand the Confidentiality and Conflict of Interest Policy and will comply with its provisions.

Per:

Signature

Position

Date