



Belleair Beach Community Foundation

## STATEMENT OF VALUES

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The Belleair Beach Community Foundation's values include:

- Commitment to the BBCF mission
- Accountability to the public
- Respect for the worth, dignity and diversity of individuals
- Transparency, integrity, and honesty
- Responsible stewardship of resources
- Commitment to excellence and to maintaining the public trust

## THE CODE OF ETHICS

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### I. Personal and Professional Integrity

All board members and volunteers of the Belleair Beach Community Foundation ("BBCF") will act with honesty, integrity, and openness in all their dealings as representatives of the organization. BBCF promotes a working environment that values respect, fairness, and integrity.

### II. Mission

BBCF has a clearly stated mission and purpose. All of its programs support that mission and all who work for or on behalf of BBCF understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by BBCF and of value to the society at large.

### III. Governance

BBCF has an active Board of Directors that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The Board of Directors:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means;



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- Ensures that the President, Treasurer, and appropriate directors provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with board members and volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness;
- Ensures that the organization is fair and inclusive in its policies and practices for all board and volunteer positions;
- Ensures that policies of the organization are in writing and clearly articulated;
- Ensures that the resources of the organization are responsibly and prudently managed; and
- Ensures that the organization has the capacity to carry out its programs effectively.

### **IV. Legal Compliance**

BBCF is knowledgeable of and complies with all laws, regulations, and applicable international conventions.

### **V. Responsible Stewardship**

BBCF manages its funds responsibly and prudently. This includes the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- BBCF has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- BBCF does not accumulate operating funds excessively; and
- All financial reports are factually accurate and complete in all material respects.

### **VI. Openness and Disclosure**

BBCF provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about BBCF, such as the Form 990 and audited financial statements will be posted on our website or otherwise available to the public. All solicitation materials accurately represent BBCF's policies and practices and will reflect the dignity of scholarship beneficiaries. All



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financial, organizational, and program reports will be complete and accurate in all material respects.

### VII. Program Evaluation

BBCF regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. BBCF is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. BBCF is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

### VIII. Inclusiveness and Diversity

BBCF has a policy of promoting inclusiveness and its board and volunteers reflect diversity in order to enrich its programmatic effectiveness. BBCF takes meaningful steps to promote inclusiveness in its board recruitment and constituencies served.

### IX. Fundraising

BBCF is truthful in its solicitation materials. BBCF respects the privacy concerns of individual donors and expends funds consistent with donor intent. BBCF discloses important and relevant information to potential donors.

In raising funds from the public, **BBCF will respect the rights of donors**, as follows:

- To be informed of our mission, the way the resources will be used, and our capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on BBCF's board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to BBCF's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organizations, or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.