

Board of Directors Confidentiality Policy

Purpose

The purpose of this policy is to ensure that confidential matters are not disclosed by CMTCA Board members until disclosure is authorized by the Board.

General Requirements

The Board of Directors of the CMTCA is a governing body in which most of the members have been nominated by stakeholder agencies within the massage therapy profession.

CMTCA Board members recognize that they:

- Do not directly represent nor are they accountable individually to the agencies, stakeholders, or individuals that have nominated them for membership on the Board.
- Have a duty to the CMTCA to maintain confidentiality with respect to all matters that come into their knowledge or possession while performing their duties on the Board and on any Committee appointed by the Board, unless the discussion or release of information has been authorized by the Board.

Board members must take reasonable steps to ensure that information relating to all matters that come into their knowledge or possession in the course of their duties on the Board, on any Committee appointed by the Board is not improperly disclosed or used. This includes properly securing the source or location of the information that is in the member's possession or control.

All minutes of Board and Committee meetings will be marked confidential.

No audio or visual, or audio and visual record or transmission by any person of a portion of any Board or Committee meeting is permitted without prior approval by the Chair of the relevant meeting.

On many occasions the issues discussed by the Board or Board Committees will generate debate and differing opinions prior to a decision being reached. Once a decision is reached, members should limit their comments to the decision and to the principles governing that decision. Members must not discuss the varying opinions of individual members and, in particular, should not discuss their own opinion if this differs from the decision reached by the Board or Board Committee.

Board members will not solicit or engage in public interviews or other discussions with the media, the public, or stakeholders including Massage Therapy schools, industry associations,



and government bodies, with respect to issues involving the Board, Committees, or matters before either.

From time to time, Board Members may be contacted by individual Massage Therapists, Massage Therapy association members, and/or representatives from Massage Therapy schools, government officials, and/or members of the public wishing to express their views on general or specific CMTCA matters. In these situations, the Board members should refer the media or any other organization or individuals requesting information to the CMTCA Executive Director or their designate.

Where any Board member is unclear about whether an inquiry can be responded to, the member should raise the matter before the Board or, if this would cause unreasonable delay and the matter is urgent, the member should contact the Board Chair.

Board members will promptly return to the CMTCA all information and matters relating to the CMTCA that is in their possession or control, upon ceasing to be a board member, or at the request of the CMTCA.

Board members are bound by this duty of confidentiality during their term as a Board member and this duty continues indefinitely after their term ends.

Board members will be proactive in identifying and reporting any breach of this policy.

Board members acknowledge that any violation of this policy could cause harm to the CMTCA and frustrate the Board's deliberations. Therefore, any Board member who violates this policy may be subject to the termination of his/her Board position.



I have read and understand the above expectations for the position of Board Member for the CMTCA and agree to abide by this Board of Directors' Confidentiality Policy.

Signature _____

Name _____

Date _____