

SOUTH CAROLINA NATIONAL HERITAGE CORRIDOR, INC.

BOARD POLICY

CODE OF ETHICS

ADOPTED - NOVEMBER 9, 2009

I. Mission Statement

As a grassroots initiative encompassing 17 primarily rural counties from the Blue Ridge Mountains to the Atlantic Ocean, the South Carolina National Heritage Corridor (SCNHC) advances sustainable development of natural, cultural, and historic resources for enhanced quality of life and economic revitalization of communities

II. Values Statement

The SCNHC will become an organization that will provide quality services of sustainability* in the areas of tourism and community development. Quality will breed support, funding and, ultimately, future sustainability. The Corridor will produce a quality product by, first and foremost, adhering to a set of operating values and standards. These include:

- 1. INTEGRITY:** We will work with everyone – staff, volunteers, partners, communities and peers- with absolute integrity.
- 2. LOYALTY:** We will be loyal to the mission and goals of the organization.
- 3. EXCELLENCE:** We will strive to do superior work that surpasses industry standards. We will become recognized for the service we provide to our communities and the quality we provide to tourists.
- 4. DEDICATION:** The staff will be dedicated to making the Corridor the very best it can be. We will give 100% and produce quality work while conducting ourselves in a professional manner at all times.
- 5. COLLABORATION:** We will work jointly with our colleagues to blend county and regional boundaries in a manner that will create a cohesive tourism product throughout the Corridor.

* Through the continuing ability of the management structure to engage federal, state, community, and private groups in partnership for conservation, interpretation and stewardship of nationally significant resources and heritage in National Heritage Areas, sustainability is the product of a project or program in a heritage area, where the combined investment results in the improved economic value and ultimately long-term quality of life of that region.

III. Governance

The SCNHC will maintain an active governing body that is responsible for setting the mission and strategic direction of the organization and for assisting the South Carolina Department of Parks, Recreation & Tourism (SC PRT) with oversight of the finances, operations, and policies. 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; and
- Assists SC PRT in ensuring that the Director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Assists SC PRT in ensuring that the organization conducts all transactions and dealings with integrity and honesty;
- Assists SC PRT in ensuring that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in all board, committee and volunteer positions;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- 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

The board will seek legal advice to become knowledgeable of and assure compliance with all laws, regulations, board policies, and applicable international conventions.

V. Responsible Stewardship

The board manages funds responsibly and prudently by:

- Assisting SC PRT in ensuring that it spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Assisting SC PRT in ensuring that it spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, and other expenditures critical to professional management;
- Assisting SC PRT in ensuring that all financial reports are factually accurate and complete.

VI. Openness and Disclosure

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

VII. Program Evaluation

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

VIII. Grant Maker Guidelines

The SCNHC Board of Directors will:

- have a working knowledge of the grant application and approval process
- have constructive relations with grant applicants based on mutual respect and shared goals;
- communicate clearly and on a timely basis with applicants and grantees;
- seek to understand and respect the mission, organizational capacity and needs of grant seeking organizations prior to grant review.

I HEREBY CONFIRM that I have read and understand the South Carolina National Heritage Corridor Code of Ethics and will adhere to the Code so long as I am a board member.

Signature

Date