

## Code of Conduct for Volunteer Members

### Purpose

Establish a policy that outlines the code of conduct for elected and appointed board and committee members.

### Policy

Members of the ANA-Illinois Board of Directors as well as other leaders willingly donate their time and expertise to the professional organization. As recognized leaders of ANA-Illinois, they accept multi-pronged responsibilities and are obligated to carry out these responsibilities in an effective and professional manner. Board members, as well as key leaders, serve as the governance and strategic planning body of the organization and always serve as ambassadors for the organization.

#### 1. Characteristics of Effective Board Members and Key Leaders

##### A. Governance

- I. Approaches responsibilities in the spirit of a leader on behalf of the members and the organization as a whole.
- II. Maintains loyalty to the organization with a higher loyalty to **its** members.
- III. Welcomes information and best available advice, but reserves the right to arrive at decisions based on own judgment.
- IV. Honors commitments
- V. Supports board decisions, internally and externally, even when he or she may disagree with the majority opinion. Promotes unity rather than dissent within the organization.
- VI. Offers opinions honestly and in a constructive way.
- VII. Respects the opinions of others.
- VIII. Avoids any possibility of conflict of interest.
- IX. Understands legal and fiduciary responsibilities.
- X. Gives respect and consideration to the President, other board members, and leaders.
- XI. Listens as an ally.
- XII. Focuses on issues, not personalities.
- XIII. Offers constructive feedback.
- XIV. Asks informed questions.
- XV. Clearly understands their responsibilities
- XVI. Comes to meetings on time, is well prepared, and actively participates.
- XVII. Takes care not to make commitments that he/she cannot fulfill.

##### B. Ambassador

- I. Understands and is committed to the organization's mission.
- II. Speaks with one voice when representing the organization.
- III. Acts as an advocate for the organization and its members.

##### C. Expert

- I. Has expertise in areas necessary to assist the board and the organization.
- II. Contributes knowledge that helps to fulfill the organization's mission.

2. Failure to adhere to meet the code of conduct will result in the following progressive action by the President and/or Executive Committee
  - A. Coaching
  - B. Warning
  - C. Removal from the committee
  - D. Removal of a board member requires a board vote & action by the membership.

\*Adapted from an **NPR Educational Program**

Adopted by the Board of Directors  
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