

## **VOLUNTEER CODE OF CONDUCT FORM**

As a Volunteer I will:

1. Fulfill my duties and responsibilities in a cordial and pleasant manner.
2. Treat fellow Volunteers, Association Members, and management personnel with courtesy and respect.
3. Perform only those tasks assigned to me by a committee or by the Board.
4. Raise issues in the most productive and courteous way possible.
5. Commit to keep all fellow Volunteers fully informed and understand that all decisions will be made at announced meetings, keeping in mind that all decisions and recommendations must be reached in the best interests of the entire community.
6. Acknowledge that the chairperson will facilitate and coordinate all discussions during meetings and will be the spokesperson unless another arrangement is made by the committee or Board on which I am serving.
7. Acknowledge that there may be times when Board or committee members will have a difficult time reaching consensus. During these times, I will afford other members full courtesy and respect during the discussion on the matter.
8. Acknowledge that upon conclusion of my Volunteer service, all information that I obtain through the performance of my duties while serving will remain confidential and will not be used for personal reasons.
9. Acknowledge that upon conclusion of my Volunteer service, all work papers and other records will be returned to the committee chairperson, the Board President or Community Manager.

### **Attendance**

The committee chairperson or the Board of Directors may remove any Volunteer who fails to attend meetings on a regular basis.

### **Indemnification**

1. The Association will maintain insurance, both workers' compensation and directors and officers insurance, to indemnify any Volunteer who is performing their assigned duties in accordance with these guidelines.
2. No Volunteer shall take any action that could result in increasing insurance costs as a result of that action.

**Sanctions for Violations**

Any Volunteer who violates any of these standards or does not maintain a Member in Good Standing status may be removed from their Volunteer duties by the Board of Directors.



**Acceptance of Standard of Conduct and Responsibilities**

Each Volunteer will acknowledge receipt of a copy of this Resolution and indicate understanding and agreement to abide by its provisions by signing below.

I agree to the above standards of conduct and responsibilities and acknowledge that these guidelines are fundamental to the success of the committee or board on which I will serve and in the best interest of the Association.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Position \_\_\_\_\_