



Volunteer Service Commitment Form

Name

Committee of service – NAME Committee

Volunteer Code of Conduct

This Volunteer Code of Conduct is an agreement between ORGANIZATION and individuals serving on the NAME Committee, which states the responsibilities of volunteer service.

I agree to the following conditions:

- Volunteers shall abide by the policies and procedures of the NAME Committee.
- Volunteers shall understand and accept their fiduciary responsibility, and shall perform all of their duties in a manner reflective of good stewardship.
- Volunteers shall not engage in personal and professional conflicts of interest in all matters pertaining to the business of the NAME Committee.
- Volunteers shall declare any potential conflict of interest to the NAME Committee if it arises.
- Volunteers shall respect and protect confidential information.
- Volunteers shall act fairly and be impartial and unbiased in their service to the Oversight Committee.
- Volunteers shall conduct themselves in a professional manner during the conduct of committee business and shall treat all stakeholders with courtesy and respect.
- Volunteers shall support the decisions of committees and shall not speak or act for without proper authorization.
- Volunteers shall participate in the activities required of them to fulfill their appointed duties.
- Volunteers shall acknowledge that failure to uphold and abide by the Volunteer Code of Conduct may result in removal from participation in the Volunteer Service.

Meeting Participation

- Members of the NAME Committee will be provided one-month advance notice of meetings and two weeks advance notice of teleconferences.
- Members of the NAME Committee are responsible to confirm receipt of meeting notices and meeting materials in a timely manner.
- Members of the NAME Committee are responsible for participating at all committee meetings, teleconference, etc.
- Failure of committee members to participate in committee activities may result in removal from service.

Volunteer Nondisclosure

- Volunteers shall understand that in the course of performing committee service for the NAME Committee they may receive information or materials that are sensitive or confidential in nature.



- Volunteers agree to maintain strict confidentiality of committee information or materials.
- Volunteers agree that all materials relating to service for the NAME Committee, whether they are prepared in whole or in part by the volunteer or by any other person, are and shall remain the exclusive property of ORGANIZATION, Inc.
- Volunteers agree to return all confidential materials to the Chairperson of the committee or to the ORGANIZATION committee staff liaison as soon as official need for them has ended, but no later than upon the end of tenure in this volunteer position.

Volunteer service may be terminated by either party with 30 days advance notice in writing, or immediately upon the material breach of any of the terms and conditions contained herein.

I acknowledge that I have read and understand the information regarding my volunteer service, and agree that I will fulfill my duties and responsibilities within my committee term for [Year]. I understand and agree to comply with all confidentiality and will uphold and abide by the Volunteer Code of Conduct and Non-Disclosure Agreement.