



Code of Conduct and Confidentiality Agreement NACCTEP Executive Board Members

The National Association of Community College Teacher Education Programs (NACCTEP) has adopted the following Code of Conduct and Confidentiality agreement that all Executive Board members, agree to adhere to by signing below:

1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Executive Board shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as an Executive Board member with NACCTEP. Members of the executive board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Executive Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of NACCTEP and the board member's personal interests, the board member has a duty to immediately disclose the conflict of interest so that the rest of the board's decision making will be informed about the conflict.
- b) It is every Executive Board member's obligation, in accordance with this policy, to ensure that decisions made by the NACCTEP Executive Board reflect independent thinking. Consequently, if any Board member receives compensation (i.e., travel) from NACCTEP, it will be approved by the full Board in advance.
- c) Any conflicts of interest, including, but not limited to financial interests, promoting friends and/or family member's programs, on the part of any Executive Board member, shall be disclosed to the Executive Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an acknowledgment completed at the beginning of each Executive Board member's term to disclose any conflicts of interest.
- d) Any Executive Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed to the Executive Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Executive Board member with a conflict abstained from the vote (and was not present for any discussion, as applicable) and was not included in the count for the quorum for that meeting.



- f) Any new Board member will be advised of the NACCTEP Executive Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at the beginning of their term.

2. Prohibition Against Sexual Harassment

The NACCTEP organization strives to maintain a workplace (in-person and virtual) that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any executive board member who engages in discriminatory or harassing conduct is subject to removal from the Executive Board. Complaints alleging misconduct on the part of the Executive Board members will be investigated promptly and confidentially.

3. Active Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- I will attend all meetings of the executive board.
- I will be an active member of at least one committee (Conference, Resource, Strategic Planning, Finance, Nomination/Scholarship) and, if asked, be willing to take a leadership role.
- I will participate in NACCTEP initiatives related to supporting the organization, examples include:
 - Share professional articles I have written to use for the blog.
 - Regularly read, comment on, and interact with others on the blog.
 - Share NACCTEP materials with colleagues and other education professionals to grow membership.
- I will come prepared to discuss the issues and business on the monthly board agenda and read all background material relevant to the topics at hand.
- I will respect the opinions of fellow Executive Board members, and leave personal biases out of all board discussions, as well as support actions of the Executive Board even when I personally did not support the action taken.
- I will put the interests of the organization above personal interests.
- I will represent the organization in a positive and supportive manner in all places.
- I will communicate and direct requests for information or assistance to the executive director or executive assistant.
- I will be willing to accept individual initiatives and share my professional expertise.

4. Confidentiality

It is the policy of the Maricopa County Community College District that the Executive Board members of the National Association of Community College Teacher Education Programs (NACCTEP) will not disclose confidential information belonging to or obtained through their affiliation with, NACCTEP to any person, including their relatives, friends, and business and professional associates unless the NACCTEP Executive Board has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Executive Board members are cautioned to demonstrate professionalism, good judgment, and care always in handling any

information related to NACCTEP to avoid unauthorized or improper disclosures of confidential information.

While the Executive Board members are expected and encouraged to discuss the organization with one another and targeted colleges and organizations, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that would not be supported by board policy, procedures, or decisions.

At the end of the Executive Board member's term or upon his/her retirement, resignation, or removal from the NACCTEP Executive Board, he/she shall return, at NACCTEP's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that Executive Board members, will not use confidential information acquired by virtue of being on the board, even after they complete their service with NACCTEP.

Code of Conduct Agreement

I, _____, recognize the important responsibility I am undertaking in serving as a member of the Executive Board of NACCTEP, and hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as an Executive Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as an Executive Board Member, pursuant to the requirements and processes provided in the organization's bylaws.

Signature

Date

Confidentiality Agreement

I, _____, agree to abide by the requirements of the policy and this statement and to inform the Board President immediately if I believe any violation (unintentional or otherwise) of the confidentiality agreement policy or this statement has occurred.

Signature

Date