

## **ACHENA Commissioner Commitment Form**

**Form Updated September, 2014**

### **Commissioner/ board member duties**

I will:

- Regularly attend commission meetings and provide advance notice if I am not able to attend. I understand that missing three consecutive meetings without advance notice is grounds for removal as a commissioner;
- Review the agenda and supporting materials prior to meetings;
- Serve on committees and take on special assignments as needed and available;
- Remain informed about ACHENA's mission, policies and activities;
- Provide support and advice to the staff but avoid interfering in management activities;
- Suggest nominees and participate in board recruitment;
- Support ACHENA by representing ACHENA in the community, with schools, other homeopathic organizations, governmental and non-governmental organizations with which ACHENA may interact.

### **Whistleblower Policy & Procedures**

ACHENA encourages commissioners, employees, volunteers, peer reviewers and others related to ACHENA to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by commissioners, employees, volunteers, or others to ACHENA. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal as a commissioner.

Reports can be made directly to the executive director, board president or vice president. To the extent that the activity or misconduct involves the executive director, president or vice president, the report should be made directly to any other commissioner.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Commissioner / Board Member Code of conduct**

As a commissioner / board member I understand that I have duties of care, loyalty, and obedience to the ACHENA.

- The duty of care is the duty to pay attention to ACHENA—to monitor its activities, see that its mission is being accomplished, and guard its financial resources;
- The duty of loyalty is the duty to avoid conflicts of interest; and
- The duty of obedience is to carry out the purposes of ACHENA and to comply with the law.

As a commissioner board member I agree to:

- Act with honesty and integrity;
- Support in a positive manner all actions taken by the commission even when I am in a minority position on such actions. I recognize that decisions of the commission can be made only by a majority vote at a board meeting and respect the majority decisions of the commission, while retaining the right to seek changes through ethical and constructive channels;
- Participate in board self-evaluation programs, and board development workshops, seminars, and other educational events that enhance my skills as a board member;
- Respect the confidentiality of ACHENA business and communications, including information about pending ACHENA policy decisions, school eligibility and accreditation decisions, public comments received in accordance with ACHENA's public comment process; ACHENA deliberations, and other issues which a reasonably prudent board member/ commissioner would recognize as confidential;
- Respect as confidential and never use for my personal benefit any information obtained in the course of conducting homeopathy school eligibility or accreditation decision-making, including information about curriculum, teaching methods, financial standing, marketing strategies, internal school business proceedings, etc;
- Exercise my authority as a commissioner only when acting in a meeting with the full board or when appointed by the board;
- Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions;
- Always act for the good of ACHENA and those served by ACHENA;
- Represent ACHENA in a positive and supportive manner at all times;
- Observe the parliamentary procedures and display courteous conduct in all board and committee meetings;
- Accept my responsibility for providing oversight of ACHENA's financial condition;
- Abide by these operating procedures.

Print Name: \_\_\_\_\_

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**Signature**

\_\_\_\_\_  
**Date**