**ACHENA Commitment Form**

**Updated February 2020**

**The following duties and code of conduct apply to all members of ACHENA; commissioners, peer reviewers, committee/advisory members, and all other volunteer and staff positions.**

I will:

Regularly attend applicable meetings according to my role and provide advance notice if I am not able to attend. I understand that missing three consecutive meetings without advance notice may affect my position with ACHENA;

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 volunteer recruitment;

Support ACHENA by representing ACHENA in the community, with schools, other homeopathic organizations, governmental and non-governmental organizations with which ACHENA may interact.

**Commissioner / Board Member Code of conduct**

As an ACHENA 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 an ACHENA 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 self-evaluation programs, and organizational development workshops, seminars, and other educational events that enhance my skills as an ACHENA 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 member 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 member of ACHENA 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 ACHENA, and leave my personal prejudices out of all board and committee 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**