



ACHENA Commitment Form

Updated May 2026

The following duties and code of conduct apply to all members of ACHENA—Commissioners, Support Team, Advisors and Committee Members.

I will:

- Regularly attend scheduled 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;
- Suggest nominees and participate in volunteer recruitment;
- Support ACHENA by representing the organization in the community, with schools, other homeopathic organizations, as well as other organizations with which ACHENA may interact.

ACHENA Code of conduct

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. Recognizing that decisions of the Commission are made by a majority vote, I will respect the majority decision, while retaining the right to seek changes through ethical and constructive channels;
- Participate in self-evaluation programs, organizational development seminars and other educational events to 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;
- Represent ACHENA in a positive and supportive manner at all times;

- Observe parliamentary procedures (Roberts Rules of Order) and display courteous conduct in all board and committee meetings;
- Accept my responsibility of providing oversight of ACHENA's financial condition;

Print Name _____

Signature _____ **Date** _____