



AMTA Chapter Volunteer Code of Conduct Board Motion #0606:37

Allegiance and Diligence: While volunteering for my AMTA Chapter, I will conduct myself in a professional manner in all activities related to AMTA.

Duty of Leadership: I will:

- Promote, support, and follow the AMTA Mission and strategic plan, as they pertain to my Chapter.
- Make myself aware of AMTA policies pertaining to Chapter financial reporting obligations.
- Become familiar with the bylaws, policies, Chapter standing rules, and other documents pertaining to the operations of the AMTA.
- Devote the time necessary to stay current and to participate in Chapter board meetings and conference calls.

Duty of Obedience: I will ensure that my actions are within the scope of authority as it has been delegated to the Chapters. This requires:

- Good faith, responsibility and diligence;
- Notifying the National Chapter Relations Department, if I become aware of any activity that is outside the scope of authority that has been delegated to the chapter.

Duty of Loyalty: I will act in the interest of the entire membership and not allow my personal interests to prevail over the interests of AMTA or my Chapter.

Duty of Care: I will be diligent and prudent in managing the AMTA's affairs at the Chapter level.

Conflict of Interest: I will:

- Act in the best interests of the AMTA Chapter in which I serve.
- Be honest and fully disclose actual or perceived conflicts of interest that I have regarding any matters that come before the Chapter Board.
- Follow the AMTA's Conflict of Interest policy.

To avoid conflict of interest with respect to my fiduciary responsibility, I will:

- not use my position(s) to obtain employment for myself, family members, and/or close associates.
- recuse myself from dialogue, deliberation, and vote, when the Chapter Board business deals with a conflict of interest that directly affects me.

I will not exercise individual authority over National AMTA or my Chapter except as explicitly set forth in the bylaws, policy, and or approved Standing Rules, including during interactions with the public, media, or other entities. I recognize the limitations set forth in policy and/or bylaws and will not speak on behalf of or for the Chapter Board except to repeat explicitly stated Chapter Board decisions.

Confidentiality: I will respect confidential information acquired in the course of my service as a Chapter volunteer except when authorized by the AMTA National or Chapter President, or when legally required to disclose such information. I will:

- treat as AMTA's intellectual property, all work that is generated as part of any AMTA sponsored project including, but not limited to, National or Chapter Board and committee work and deliberation.
- only publicly comment on matters of fact that have been approved to be released.
- not use confidential information for my personal and/or professional advantage.

General Application of the Code: I understand the National Board of Directors will regularly review the scope and implementation of the code of conduct to ensure that the code remains appropriate for AMTA Chapter volunteers.

Authority: I understand that any violation of this code of conduct may result in my removal from my volunteer position.

Return of AMTA Property: When requested, I will return National or Chapter AMTA property (information, tools or equipment) within 10 business days.

Financial Responsibility: I acknowledge that due to numerous financial scams using email, text or online, I am not to purchase any gift cards or share any AMTA financial information with anyone unless I have received direct voice verification and authorization from my chapter president and the AMTA national finance department. I understand that

if I purchase gift cards (in any format) without such verification, I am responsible to pay for those cards with my personal funds.

Statement of Commitment to the Code of Conduct

As a volunteer for the American Massage Therapy Association (AMTA), I have read and I understand the above stated code of conduct. I agree to abide by the AMTA Chapter Volunteer's Code of Conduct, Code of Ethics, and Standards of Practice.

First Name _____ **Last Name** _____

Member ID _____ **Email Address** _____

Phone Number _____

Chapter _____ **Nevada** _____ **Position Title** _____

Start Date _____ **End Date** _____