



Delegate Code of Conduct

Allegiance and Diligence: While volunteering for my American Massage Therapy Association (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 position as a Delegate to the Assembly of Delegates (AOD).

- Make myself aware of AMTA policies pertaining to the AOD.
- Become familiar with the bylaws, policies, Chapter standing rules, and other documents pertaining to the operations of the AOD.
- Devote the time necessary to stay current and to participate in meetings as required by my position.

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

This requires:

- Good faith, responsibility and diligence.
- Notifying the National Chapter Relations Department, if I become aware of any activity or action taken by a Delegate to the Assembly of Delegates, in the course of their duties, that is outside the scope of authority of the delegates.

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 or the AOD.

Duty of Care: I will be diligent and prudent in managing the AMTA's affairs regarding the AOD.

Conflict of Interest: I will:

- Act in the best interests of the AMTA Chapter in which I serve as a delegate.
- Be honest and fully disclose actual or perceived conflicts of interest that I have regarding any matters that come before the AOD.
- 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 AOD business deals with a conflict of interest that directly affects me.

I will not exercise individual authority over National AMTA or my Chapter or the AOD 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 AOD or Chapter Board except to repeat explicitly stated AOD or Chapter Board decisions.

Confidentiality: I will respect confidential information acquired in the course of my service as a delegate except when authorized by the AOD or 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, AOD Business, National or Chapter Board and committee work and deliberation.
- I will only publicly comment on matters of fact that have been approved to be released.
- I will 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 a Delegate to the Assembly of Delegates.

Authority: I understand that any violation of this code of conduct may result in my removal from my volunteer position(s) or other disciplinary action up to and including termination of my membership in AMTA.

Return of AMTA Property: When requested, I will return AOD or 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 AMTA, I have read and I understand the above stated Code of Conduct. I agree to abide by the AMTA AOD Delegates Code of Conduct, Code of Ethics, and Standards of Practice.

*Additionally, there is an online version of this form for you to Accept digitally - when you are entered into the National record initially (or renewed) as a Chapter Volunteer, you will be instructed on How To sign this form electronically (*required*).

Printed Name: _____ Member # _____

Signature: _____

Chapter Volunteer Position: Delegate

Date: _____