

International Test and Evaluation Association

VOLUNTEER CODE OF CONDUCT

PURPOSE

The purpose of the Volunteer Code of Conduct is to provide a benchmark for behavior of volunteers serving ITEA. The code is an agreement between ITEA and individuals serving the organization, which states the expectations and responsibilities of volunteer service; requires an understanding of fiduciary responsibility; facilitates mutual trust; establishes measures of accountability; and requires behavior that reflects positively on the organization.

I, _____, accept Volunteer Service appointment

to: _____

beginning on (date): _____, and agree to the following conditions:

- Volunteers must be current in all ITEA membership requirements and have a signed Test and Evaluation Professional Code of Ethics on file with the ITEA Executive Office.
- Volunteers shall abide by the policies and procedures of ITEA.
- Volunteers shall understand and accept their fiduciary responsibility and shall perform all of their duties in a manner reflective of good stewardship.
- Volunteers shall avoid personal and professional conflicts of interest in all matters pertaining to the business of ITEA.
- Volunteers shall respect and protect confidential information.
- Volunteers shall act fairly and be impartial and unbiased in their service to the ITEA.
- Volunteers shall conduct themselves in a professional manner during the conduct of ITEA business and shall treat all stakeholders with courtesy and respect.
- Volunteers shall support the decisions of ITEA and shall not speak or act for ITEA without proper authorization.
- Volunteers shall participate in the activities required of them to fulfill their appointed duties.
- Volunteers shall be advocates for ITEA and support its mission.
- Volunteers shall acknowledge that failure to uphold and abide by the Volunteer Code of Conduct may result in removal from participation in the Volunteer Service.

Signature of Volunteer

Date