VOLUNTEER CODE OF CONDUCT

Purpose of Volunteer Policies

As a Not-For-Profit organization dedicated to the education and advancements of Business Analysis in central Iowa, the IIBA Central Iowa Chapter (CIC) is committed the education and growth of our volunteers. The Volunteer Code of Conduct policy provides overall guidance and direction to volunteers engaged in the support and operations of the CIC. Volunteers shall at all times abide by and conform to the following Code of Conduct in their capacity as a CIC volunteer.

These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. IIBA CIC reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Definition of a “Volunteer”

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Central Iowa Chapter. A “volunteer” must be officially accepted and acknowledged by the CIC Voting Membership, the CIC Board, CIC Director Volunteerism and Outreach or a Committee Chair prior to performance of the task. Unless specifically stated, volunteers shall not be considered “employees” of the IIBA Central Iowa Chapter.

Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby waive any claims against, indemnify, and hold harmless CIC, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability, including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from involvement with CIC volunteer program.

Discrimination

The Central Iowa Chapter is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, or age. The CIC will follow this policy in selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Organization

The Central Iowa chapter accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Committee Lead. Volunteers agree that the Committee Lead may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the CIC. Notice of such a decision should be communicated as soon as possible to the volunteer and to the Director of Volunteerism and Outreach.

Representing the Central Iowa Chapter

Volunteers are asked to not contact organizations or individuals on behalf of the CIC unless such activities are part of the volunteer’s role or committee. Volunteers are not permitted to speak on behalf of the CIC or the Board to external parties, such as the media or other interested parties unless specifically asked to do so by the Board of Directors and/or the President. All contractual agreements are the responsibility of the Board of Directors. Volunteers will not make such commitments on behalf of the CIC.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a member/membership, other volunteer, partner, or other IIBA Chapters. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with IIBA CIC.

Volunteer Conduct

* I will conduct myself in a respectful manner, exhibit good conduct, and be a positive role model.
* I will teach and share my knowledge with other volunteers, members, and committee leads.
* I will display respect and courtesy for other members, volunteers, program participants, visitors, partners and property.
* I will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.
* I will respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
* I will keep IIBA CIC Board of Directors or the Committee Lead informed of progress, concerns and problems within the program(s) or other volunteers.
* I will not use any information provided by the Chapter or acquired through my service to the Chapter in any manner other than in furtherance of my volunteer duties.
* I will not persuade or attempt to persuade any member, partner, volunteer or any other person or entity with an actual or potential relationship with the Chapter to terminate, curtail or not enter into its relationship to or with the Chapter.
* If encountering potential conflict of interest, I will report it to the Director of Volunteerism and Outreach or Committee Lead.
* I will not use or be under the influence of illegal drugs or alcohol during Chapter events. Possession or use of illegal substances is grounds for immediate termination of the volunteer relationship with the Chapter.
* I understand that should I witness another volunteer not acting in accordance with this code of conduct, it is my responsibility to act to protect the Chapter from liability or damages through ceasing the situation in question and then informing the Director of Volunteerism and Outreach and Chapter President.

Non-Compliance/Dismissal

1. CIC Volunteers are expected to handle conflict in a respectful and professional manner. Parties are expected to negotiate and work toward a positive outcome that serves the best interests of the Chapter and membership.
2. Failure to adhere to any part of this code may result in suspension from our volunteer duties and/or termination of our volunteer relationship with the IIBA CIC. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Director of Volunteerism and Outreach or Chapter President.
3. Volunteers violating the Code of Conduct may be asked to resign their volunteer position or may be requested to discontinue future volunteer roles. The Director of Volunteerism and Outreach will determine if this action is necessary and will notify the volunteer.
4. Volunteers who have been removed from a volunteer position may appeal the decision to the President of the Chapter and the Board of Directors which will review the situation and respond within 30 days of the request for appeal. All decisions of the Board are final.
5. Termination of a volunteer relationship does not affect the standing of a person’s membership with the CIC or with IIBA.