

SOCS Committee Code of Conduct

General Expectations

Annually, each committee member is asked to sign an agreement to serve on a committee along with a conflict of interest form. The agreement provides the purpose and duties of serving on the committee as well as the responsibilities that come with the committee appointment. The following are guidelines and expectations by which committee members are expected to comply during the duration of their term.

- Committee members will strive, at all times, to serve the best interests of SOCS as a whole.
- Committee members will conduct all affairs with honesty, integrity, due diligence and competence.
- Committee members will maintain confidentiality of the meetings proceedings.
- Committee members will refrain from discriminatory or inappropriate words or actions to others within or external to the committee or its members or partners.
- Except as advised by the Board of Directors or as otherwise required by law, no member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information or work in progress related to the affairs of the SOCS.

All members who participate in a SOCS committee are responsible for:

- Reading, signing and complying with the Confidentiality and Responsibility Agreement.
- Attending committee meetings as designated by each committee chair.
- Proper preparation and active participation in committee work.
- Prepare for meetings by reading through the agenda and gathering information necessary prior to the conference call/meeting.
- Arrange to join the meeting/call 5 minutes prior the scheduled start time.
- Committee members are expected to RSVP regarding their participation for committee meetings. If a committee member misses 3 or more meetings of the committee (face-to-face, conference call, or electronic), that member may be asked to step down from the committee.
- Participating actively in the work of their committee.
- Professional and appropriate communication and interaction with Committee Chairs and SOCS Staff.
- Should a member become non-compliant due to lack of participation or violation of Confidentiality and Responsibility Agreement, the SOCS Board of Directors may remove the member in question from their term of service and appoint a replacement committee member.

Fundamentals of Participation

SOCS Confidentiality and Committee Responsibility Agreement

Members of the Board of Directors and Committees shall keep all SOCS records and proceedings confidential unless specifically authorized by the President.

As a member of a SOCS Committee, I agree to keep all SOCS records and proceedings confidential unless specifically authorized by the President, and to follow-through with the committee member responsibilities upheld by the Society. I understand that not complying with these responsibilities could result in removal from the committee.

This agreement must be completed and signed before participating on a committee.

_____ No, I do not agree.

_____ Yes, I agree. Please complete the agreement below.

The undersigned acknowledges that, as a condition of my participation on the

(fill-in Committee names)

Name: _____
(please print)

Signed: _____ Date: _____

Please return to the Society headquarters office within 2 weeks of receipt by email to info@skinofcolorsociety.org

