



Volunteer Service Commitment

This Volunteer Service Commitment and Code of Conduct is an agreement between GALA and individuals serving on GALA committees, SIGs, and Task Forces (collectively committees or committee), which states the responsibilities of volunteer service.

I agree to the following conditions:

- Volunteers shall abide by all the policies and procedures of GALA.
- Volunteers shall understand and accept their fiduciary responsibility and shall perform their duties in a manner reflective of good stewardship.
- Volunteers shall not engage in personal and professional conflicts of interest in matters pertaining to the business of the committee on which they serve.
- Volunteers shall declare any potential conflict of interest to the committee if it arises.
- Volunteers shall respect and protect confidential information.
- Volunteers shall act fairly and be impartial and unbiased in their service to the committee on which they serve.
- Volunteers shall conduct themselves in a professional manner during committee service and shall treat all stakeholders with courtesy and respect.
- Volunteers shall support the decisions of committees and shall not speak or act for the committee or GALA without proper authorization.
- Volunteers shall participate in the activities required of them to fulfill their appointed duties.
- Volunteers shall acknowledge that failure to uphold and abide by the Volunteer Service Commitment may result in removal from participation in committees.

Meeting Participation

- Committee members' schedules will be considered to the extent possible in the scheduling of meetings and advance notice of at least two weeks will be provided.
- Committee members are responsible for confirming/accepting meeting invitations and meeting materials in a timely manner.
- Committee members are responsible for participating at all committee meetings.
- Failure of committee members to participate in three or more consecutive committee activities may result in removal from service.

Volunteer Nondisclosure

- Volunteers shall understand that while performing committee service, they may receive information or materials that are sensitive or confidential in nature.
- Volunteers agree to maintain strict confidentiality of committee information or materials.
- Volunteers agree that all materials relating to their service, whether they are prepared in whole or in part by the volunteer or by any other person, are and shall remain the exclusive property of GALA, Inc.

- Volunteers agree to remove or return all confidential materials to the Chairperson of the committee or to the committee staff liaison as soon as official need for them has ended, but no later than upon the end of tenure in this volunteer position.

Termination

- Volunteer service may be terminated by either party with 30 days advance notice in writing, or immediately upon the material breach of any of the terms and conditions contained herein.
- If a volunteer’s employer terminates their GALA membership, the volunteer will be removed from service on the membership’s termination or expiration date.

I acknowledge that I have read and understand the information regarding my volunteer service and agree that I will fulfill my duties and responsibilities within my committee term. I understand and agree to uphold and abide by this Volunteer Service Commitment Code and of Conduct.

Signature

Date

Print Name