

## Commissioner's Code of Conduct

I, print name understand that as a Commissioner of the Asian American Commission, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Commissioner:

- 1) I will respond in a timely manner to all Commission related communications.
- 2) I will communicate the organization's work and values to the community, represent the organization, and act as a spokesperson for the Commission. I will direct all press and publicity inquiries to the communication subcommittee such as PR/Legislative (or other appropriate subcommittee), whenever possible
- 3) I will stay informed of the organization's activities. I will ask questions and request further information about Commission activities, when necessary. I will participate in and take responsibility for making decisions on issues, policies and other matters.
- 4) I will participate in at least 75% of all monthly meetings. I will make every effort to attend sub/committee meetings and special events. I am expected to attend the Unity Dinner.
- 5) I will contribute to fundraising activities (give or get) at a minimum level that is suggested or required by the Commission.
- 6) I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest\* (see below).
- 7) I will not utilize my status as a Commissioner to promote my image or any other personal agenda.
- 8) I understand that this list of commitments is online and will reflect any future revisions. By signing this form I agree to abide by these commitments and all future revisions.
- 9) If I do not fulfill these commitments to the organization, I will expect the Vice/Chairperson to contact me and discuss my responsibilities with me. If further discussion does not resolve the situation, I will consider resigning from the Commission.

In turn, the organization will be responsible to me in several ways:

- 1) I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to stay apprised of developments within the organization.
- 2) Opportunities will be offered to me to discuss with the executive director and the Executive Committee the Commission's programs, goals, activities, and status; additionally, I can request such opportunities.
- 3) The organization will help me perform my duties by keeping me informed about issues affecting Asian Americans within and outside the Commonwealth, and by offering me opportunities for professional development as a Commissioner.
- 4) Commissioners and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to the organization. The Executive Committee and staff will work in good faith with me towards achievement of our goals.
- 5) If the organization does not fulfill its commitments to me, I can call on the Chairperson and executive director to discuss the organization's responsibilities to me.

"I agree to act in accordance with the following:

I will not place myself in situations in which my personal or outside interests may conflict, either directly or indirectly, with my duties and responsibilities as a Commissioner. I will not engage in questionable or fraudulent activities, either with other Commissioners, or other outside parties, and will not engage in activities that will reflect unfavorably on the organization. I will refrain from accepting gifts or contributions that may lead to, or may be perceived as, creating an expectation or obligation for reciprocity. I will adhere to the highest standards of professional integrity. I will disclose any potential conflict of interest(s) to the Commission, and will update this periodically. I will also refrain from participating in discussions or decisions in which a conflict of interest may arise, and will disclose the reason for my abstention from such conversations as arising from potential conflict of interest."

On the reverse side, please disclose any actual or potential conflicts and, in addition, identify any spouse and/or family member who is/are involved with organizations with which a potential conflict of interest may arise.

Commissioner Signature \_\_\_\_\_ Chairperson's Signature \_\_\_\_\_