



# **INTERNATIONAL ASSOCIATION OF EMERGENCY SERVICES PROFESSIONALS (IAESP)**

**DOCUMENT TITLE: VOLUNTEER BOARD POLICY**

## **1. Purpose**

This Volunteer Board Policy outlines the expectations, responsibilities, and conduct standards for members of the Board of Directors of the International Association of Emergency Services Professionals. It is intended to promote effective governance, accountability, and alignment with the organization's mission and values.

## **2. Scope**

This policy applies to all members of the Board of Directors, including officers and ex officio members, whether voting or non-voting, who serve in a voluntary capacity.

## **3. Role of the Board**

The Board of Directors is responsible for:

- Upholding and advancing the mission, vision, and values of IAESP.
- Providing strategic direction and approving major organizational policies and plans.
- Ensuring legal and ethical integrity and compliance with applicable laws and regulations.
- Exercising fiduciary oversight of finances, assets, and risk management.
- Hiring, supporting, and evaluating the Chief Executive/Executive Director (if applicable).

## **4. General Expectations of Board Members**

Each board member agrees to:

- Support the mission and act in the best interests of IAESP.
- Understand and follow the bylaws, this policy, and other board-approved policies.
- Maintain confidentiality regarding non-public information.
- Avoid conflicts of interest and disclose any potential conflicts promptly.
- Treat fellow board members, staff, volunteers, and community members with respect and professionalism.

## **5. Time and Participation Commitments**

Board members are expected to:

- Serve a term of 2 years, renewable [once/twice/as per bylaws].
- Attend at least 1 of regular board meetings each year.
- Review meeting materials in advance and come prepared to participate.
- Serve on at least one committee or task force, as appropriate.
- Attend major organizational events when possible (e.g., annual meeting).

## 6. Advocacy

Board members agree to:

- Act as ambassadors for IAESP in the community.
- Support efforts, which may include:
  - Advocate for the organization's mission with stakeholders and within their networks.

## 7. Conflict of Interest

- Board members must avoid any situation in which personal, professional, or financial interests conflict with the interests..
- Board members must complete and sign a Conflict of Interest Disclosure form annually and update it as circumstances change.
- When a conflict arises, the board member must disclose it and recuse themselves from related discussions and votes, as directed by the Chair.

## 8. Confidentiality

- Board members will not disclose confidential or sensitive information obtained through board service, except when legally required.
- Confidential information includes, but is not limited to: personnel matters, client information, non-public financial information, legal matters, and donor information.
- This duty of confidentiality continues after a member's board service ends.

## 9. Conduct and Ethics

Board members are expected to:

- Uphold high standards of integrity, honesty, and **professionalism**.
- Refrain from harassment, discrimination, or any behavior that undermines a safe and respectful environment.
- Use organizational resources responsibly and only for board-related purposes.

- Refrain from speaking on behalf of the organization unless authorized by the Board Chair or Executive Director.

## **10. Relationship with Staff and Volunteers**

- The board sets policy and provides oversight; staff manage day-to-day operations.
- Individual board members should not direct staff or volunteers outside of established channels.
- Concerns regarding staff performance or operations should be raised with the Board Chair or Executive Director, not directly with staff in a supervisory manner.

## **11. Communication and Representation**

- Board members will support agreed-upon board decisions publicly, even if they held differing views during deliberations.
- Public statements on behalf of [Organization Name] should be coordinated with the Board Chair and/or Executive Director.
- Personal use of social media should avoid misrepresenting personal opinions as official positions of the organization.

## **12. Training and Orientation**

- New board members will participate in an orientation session covering the organization's mission, programs, bylaws, key policies, and financial overview.
- Board members are encouraged to participate in ongoing training or development opportunities related to governance, finance, raising, and compliance.

## **13. Performance, Concerns, and Removal**

- The board may periodically review its own performance and that of individual members.
- If a board member is unable or unwilling to fulfill the responsibilities in this policy, the Board Chair (or a designated officer) will discuss concerns with the member.
- In cases of continued non-participation, misconduct, or serious policy violations, the board may, consistent with the bylaws, vote to remove a board member.

## **14. Reimbursement and Benefits**

- Board members serve without financial compensation for their board service.
- Reasonable, pre-approved out-of-pocket expenses incurred on authorized board business may be reimbursed in accordance with the organization's financial policies.

- Board members are not eligible for special privileges or benefits beyond what is necessary to fulfill their governance duties.

## **15. Policy Review and Amendments**

- This policy will be reviewed at least every year or more frequently as needed.
- Amendments require approval by the Board of Directors, consistent with the bylaws.