

## ***FHANA Volunteer Duties Commitment Letter***

FHANA's volunteers are the lifeblood of the organization. FHANA could not succeed without the time, energy and commitment of many volunteers in a large variety of roles. Volunteers staff our Board of Directors, our Committees, our inspections, shows and expos, and many other events.

FHANA expects its volunteers to uphold an even higher standard of ethical and professional behavior than is outlined in the FHANA Code of Conduct. Each committee chair, committee member, director, site host, and other volunteer will dedicate themselves to carrying out the mission of this organization: to protect and promote the KFPS Friesian Horse in North America.

Representing FHANA as a volunteer carries certain responsibilities. Each volunteer must:

1. Follow the By-Laws, Code of Conduct and the Rules and Regulations of this Organization.
2. Attend all committee meetings as possible, as applicable to your position.
3. Be informed about the organization's mission, services, policies, and programs.
4. Prepare for committee meetings by reviewing the meeting agenda and supporting materials.
5. Serve on committees or task forces and offer to take on special assignments when assigned.
6. Inform others about the organization. Advocate for the organization.
7. Suggest possible nominees to the board and committees who can make significant contributions to the work of the board and the organization.
8. Keep up-to-date on developments in the organization's field.
9. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.
10. Maintain confidentiality regarding discussions that occur during Executive Session and any sensitive information as directed by the Board.

All FHANA volunteers are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty.

In support of FHANA's standards of high ethical conduct, each volunteer WILL NOT:

1. Deceive or defraud FHANA board members, officers, staff members, managers, supervisors, general membership or other associates, or those with whom FHANA has business or other relationships.
2. Misrepresent FHANA in any negotiations, dealings, contracts, or agreements.
3. Divulge or release any information of a proprietary nature relating to FHANA's plans, mission, or operational databases without appropriate approval.
4. Obtain a personal advantage or benefit due to relationships established in the course of representing FHANA.



5. Accept individual gifts of any kind in excess of \$100.00, in connection with the volunteer's relationship with FHANA. All such gifts are to be reported to the President who shall divulge gifts received during the calendar year to the BOD.
6. Violate any applicable laws or ordinances.

Infractions of this Volunteer Commitment Letter are to be reported directly to any member of the FHANA Board of Directors who will, in his or her determination, bring the infraction to the full Board of Directors. Violations will be handled in accordance with FHANA disciplinary practices.

Each FHANA volunteer must sign to acknowledge the responsibilities and requirements of this Volunteer Commitment Letter annually, by March 31 of each year. This acknowledgement will be retained in FHANA's files.

By signing this letter, I certify that I understand the commitment I am making, and I certify that I will follow the additional responsibilities and restrictions outlined in this letter, as well as FHANA's By-Laws, Code of Conduct and the Rules and Regulations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_