



American Water Works Association Pacific Northwest Section

Section Trustee Code of Conduct

Having been elected by my peers to serve on the Board of Pacific Northwest Section of the American Water Works Association (PNWS-AWWA), and being fully aware of the high honor bestowed upon me, I pledge to do my utmost to adhere to the following Code of Conduct.

- *I understand that membership on the Board a privilege I have earned, not a right bestowed by my colleagues to allow me to serve them and our mission. As a representative of the association and its members I will prepare myself and become fully knowledgeable about the expectations and association to fulfill this duty.*
- *I understand that I have a fiduciary responsibility to the membership to oversee the finances of the PNWS-AWWA. I pledge that I will make myself aware of Association non-profit accounting principles, read and understand the association's financial reports, and obtain any information I need from the staff to fulfill this obligation.*
- *I understand that funds contributed to the PNWS-AWWA through the dues of members and other donors are done so to further our mission and good works of AWWA, not to personally benefit members of the Board.*
- *I understand that the most important principle of leadership is to lead by example, and that the PNWS staff and other volunteers will establish their own work ethic and fiscal responsibility based on what they see of my conduct. I pledge to always be an example of professionalism, dedication, probity and frugality for staff and other volunteers during all industry events.*
- *I understand that the true measure of a leader is one who knows and look out for the welfare of his or her followers. I pledge to know and lookout for the welfare of the Association's members and staff.*

- *I understand there may be issues discussed at Board meetings that could damage individuals or the Association if discussed outside the Boardroom, and I pledge to maintain confidentiality when appropriate. I also understand that the members are the stewards of the Association and have a right to know how our Association is operating. I pledge to support operating in an open and transparent manner when possible, keeping in mind that certain business issues require confidentiality.*
- *I understand that I have a responsibility to fully and fairly share my opinions at board meetings, but also have a responsibility to support Board decisions outside the Boardroom. I pledge to do so.*
- *I understand that to fulfill my fiduciary responsibility to the membership, I must be fully knowledgeable about the Association. I pledge that I will read and understand the bylaws, policies, financial reports, committee reports and other documents pertaining to the operations of the PNWS-AWWA, and that I will devote the time necessary to stay current and to participate in Board meetings and conference calls.*
- *I understand that I have a responsibility to apprise the Board of any conflicts of interest that I may have, and to recuse myself from voting where a conflict exists. I pledge to avoid both the appearance and the actuality of any conflict of interest.*
- *I understand that it is a violation of my fiduciary responsibility to the membership to appropriate to myself opportunities that rightfully belong to the Association, or to usurp opportunities and appointments for myself that should be open to the membership. I pledge not to do so.*
- *I understand that my authority as a member of the Board is only in the Boardroom, and that I have no management authority or responsibility for the association outside of my participation in Board decisions. It is the staff's responsibility to manage the Association. It is the Board's collective responsibility to set the strategic direction of the PNWS-AWWA, to establish policies relating to ends, means and executive limits, to allocate resources and monitor financial performance, and to hire and oversee the chief staff executive. I understand I am responsible for these Board duties. I pledge I will devote myself to serving the Board fulfill these strategic responsibilities.*

- *I understand that perception is reality. I pledge to conduct myself in all things relating to the Association in such a manner that I would not be embarrassed to have my conduct fully reported as the lead story in the association's publications.*
- *I understand that the PNWS-AWWA offers its members numerous networking opportunities where alcohol is served. It is expected that I will keep moderation in mind and that overindulgence of alcohol will not be tolerated.*
- *I understand that members will look to me for their cues about the AWWA. I pledge I will be an enthusiastic cheerleader and booster of the PNWS and the Association.*
- *I understand that much of the success of PNWS-AWWA will depend on Board dynamics. I pledge I will welcome diverse points of view, that I will feel free to disagree without being belligerent, I will not personalize disagreement, that I will discuss issues, not personalities and that I will avoid attacks on board members, staff or other volunteers.*
- *I understand that Board service is my opportunity to make a lasting contribution to my association, to the industry it represents and to the membership. I pledge I will work to leave the Association better, stronger and more fiscally sound than I found it at the start of my Board service.*

Agreed and accepted:

By: _____
(print name)

Signature: _____

Position with [association]: _____

Date: _____