

## **Code of Ethics: Board of Directors and Officers Of the State Association of Fire and Emergency Districts**

Service on the Board of Directors of a state organization is an important honor and responsibility. Much is expected of officers and the governing Board of the State Association of Fire and Emergency Districts (SAFE-D). The membership of the association relies on its officers and Board to act in its best interests, to be knowledgeable about and proactive on the issues facing the Texas educational landscape, to study the questions before it and to base decisions on reliable information, to be a good steward of the resources of the association, and to be honest and trustworthy in all actions. To assure the trust and ethical expectations of the members of the State Association of Fire and Emergency Districts, each member of the Board of Directors shall affirm the following:

### **Duty of Care**

In all matters affecting the State Association of Fire and Emergency Districts, I will act in good faith and exercise my best efforts in the performance of my duties.

I will faithfully prepare for discussions and decisions that affect the association by reading information sent to me by SAFE-D officers and staff and by striving to be knowledgeable on issues of importance to the Association and its members.

I will be responsible for disseminating information I receive as a Director to all members, with my primary responsibility to inform my constituency, i.e., the SAFE-D members.

I will make decisions based on factual data rather than unsubstantiated opinions.

I will make decisions based on what is in the best interest of all members of the Association, rather than any one group, individual, or special interest.

I will be honest in doing the work of the Association and in speaking on behalf of SAFE-D and its leadership in order to foster trust among SAFE-D members and the public.

I will respect my fellow Directors and the members of SAFE-D, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available data.

I will publicly support the majority decisions made by the Board of Directors.

I will refrain from any discussion of costs, fees, wages, etc. that might be construed as an infraction of antitrust law or price fixing.

I will support and encourage participation in all SAFE-D programs including endorsed programs.

I will hold my own business to the highest standards of professionalism, quality, and integrity, because the manner in which I conduct my individual business affairs can affect the public image of the State Association of Fire and Emergency Districts,

**Confidentiality**

I will not disclose, beyond its intended scope, any information which is marked, designated, or treated as confidential by the Board, officers, or staff and which I receive as a Director of the State Association of Fire and Emergency Districts.

I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

**Conflict of Interest**

I acknowledge that information, programs, research, services, and methods of operation are developed by SAFE-D for all members and as a Director I am obligated to pass on this information to my constituencies. Therefore I will not expropriate for myself, my business, or another organization any information I receive as a result of my position as a Director of the State Association of Fire and Emergency Districts prior to disseminating this information to my constituents.

I will not create any program that is in direct competition with a SAFE-D program including the Annual Conference or other programs that SAFE-D may develop in the future.

I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussion or decision making on an issue before the Association while having business, professional, or personal interests that could bias my decisions. I further acknowledge the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict and if so what the remedy will be.

Signature of Director or Alternate Director

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Date \_\_\_\_\_