DIRECTOR AND COMMITTEE CHAIR PLEDGE AGREEMENT
(Participation Guidelines & Code of Conduct)

According to our Bylaws, the purpose of Greater Orlando Chapter of IFMA is to provide a medium at the local level for advancement of the objectives of the Association.

As a Director or Chairperson, I acknowledge this purpose and in order to implement this purpose I understand that is the entire Board’s Responsibility:

- To adopt, establish, refine and clarify major operation policies and procedures of the Association while broadly monitoring its progress toward the vision.
- Represent the Association favorably to other individuals, the public and other organizations.
- Secure adequate funding for the organization.
- Maintain and monitor the financial integrity of the organization through implementation of policies and procedures.
- Select and support each of the organization’s officers and periodically review their performance.

At the individual level, I acknowledge that it is my responsibility to:

- Provide leadership, participate as a team member and support IFMA decision(s) outside of the Boardroom.
- Keep well informed on issues coming before the Board that may impact the Association and/or industry and be prepared to vote responsibly.
- Represent the organization, internally and externally, in a professional and courteous manner, including action and dress.
- Treat each member with respect.
- Attend Board meetings and activities, including special events.
- Become knowledgeable about the organization.
- Contribute to meetings through participation.
- Keep the Board informed about relevant community concerns.
- Assume leadership roles when needed or when asked.
Serve on at least one committee. Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the organization’s members.

Keep personal agendas separate from the goals, objectives and operations of the organization.

Be prepared for Board Meetings, review agenda and meeting minutes before meetings.

**Attendance Policy:** In order for the Chapter to accomplish the goals it has set; attendance is critical especially for the Board Meeting. All Directors should strive to attend each Board Meeting but at a minimum two (2) meeting per quarter. In the event that a Director misses two (2) or more consecutive meetings then in accordance with the Chapter Bylaw, Article VI, section eight (8) the President with Board Approval can replace an inactive Director with one of the alternative Directors. Remember, Board members set policies and goals for day-to-day management of the Association.

Individual members of the Board, however, have no authority to act independently of the full Board. This has potential to damage the organization’s ability to carry out the intended mission and to diminish team spirit and community image. Board members should not abuse their position in anyway. A Board position is a leadership role. We are expected to solve problems and not to create internal strife, which takes energy away from important goals.

The Board meeting must be a safe space to openly discuss debate issues and problems. Confidentiality is essential.

I hereby agree to abide by the IFMA Orlando Director’s and Committee Chair Pledge Agreement:

_____________________________________
Print Name

_____________________________________
Signature

_____________________________________
Date

Revision Log:
Date First Created: January 7, 2015