

Volunteer Code of Conduct

ASPEN relies on the generous contributions of its members to further the Society's mission. Any member who offers to share time and talent with ASPEN is considered a volunteer and agrees to uphold the values of the Society and abide by the following guidelines.

As a volunteer with ASPEN...

1. I have been appointed to this role by ASPEN leadership and I understand that my time is a gift for which ASPEN is grateful.
2. I will demonstrate commitment to the Society by keeping my membership current and upholding [ASPEN's Core Values](#).
3. I will adhere to the [bylaws](#), policies and procedures as set by the ASPEN Board of Directors and ask questions if I need clarification.
4. I will honor my commitments and attend conference calls and meetings as required by my volunteer position, unless an emergency or other unforeseen circumstance arises.
5. I will be honest about my time constraints and communicate any changes with the appropriate volunteer leader or staff liaison.
6. I take responsibility for understanding what is expected of me and will read the materials provided to me and attend any training that will help me succeed.
7. I am committed to the success of the organization and will offer suggestions for improvement when I see them and participate in constructive conversations for the betterment of the Society.
8. I understand that I represent the Society and my actions will influence other's perceptions of ASPEN. However, I am not an official spokesperson for the Society and will direct all official inquiries to the ASPEN office or President.
9. I will work to advance the mission and goals of the Society and not my personal agenda. I will also inform ASPEN volunteer leaders of any potential conflicts of interest as soon as I am aware of them, or excuse myself from the related activity, and I will respect and uphold confidentiality when indicated.
10. I value my colleagues and peers, and will treat members, staff, and other volunteers with respect and professional courtesy at all times. As such, I will praise publicly and critique privately.
11. I will not tolerate or participate in discrimination or personal harassment in professional activities based on race, religion, national origin, ethnicity, gender, or sexual orientation. I will notify the national office if I see or become aware of any type of harassment. Volunteers asked to stop any harassing behavior are expected to comply immediately.
12. I will comply with all federal, state, provincial, and local laws and regulations and other ethical rules or standards.
13. I understand that I will not receive payment for my activities with the Society, and any expenses incurred on behalf of the Society must be approved for reimbursement before they are incurred.