



## Guidelines and Standards for Volunteers

As a volunteer for the ACP, I agree to the following Standards and requirements:

1. Be on time and attend all meetings of the committee whenever possible.
2. To review agendas and any supporting documents prior to committee meetings and be prepared for discussion.
3. Follow appropriate business meeting etiquette:
  - Participate in discussions without dominating the conversation
  - Be comfortable to disagree, but don't be disagreeable
  - Be active and polite to other participants
  - Argue passionately, but don't make it personal
  - Be aware of how your comments affect others
4. To refrain from any discussions or activities that is in violation of antitrust laws.
5. To respond to e-mails, correspondence and requests in a timely and reasonable manner.
6. To fulfill committee assignments/responsibilities diligently and not delegate them to other committee members or staff.
7. To complete assignments I have agreed to participate within the time frame agreed upon.
8. To notify my committee chair as soon as possible if I am unable to complete an assignment.
9. To publicly disclose any actual or perceived conflicts of interest and agree not to vote on such issues in all committee activities.
10. To act in good faith and in accordance with what you believe to be in the best interest of the College.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_