

# Code of Ethics for the Executive Board Policy

Adopted March 23, 2003  
Revised April 4, 2012



The following code of ethics was adopted by the ITA Executive Board and sets forth the standards the ITA Executive Board expects from its members. The ITA Executive Board agrees to:

1. Become familiar with and committed to the major responsibilities of a governing board
  - a) Setting mission and purposes
  - b) Appointing the Executive Director
  - c) Supporting the Executive Director
  - d) Monitoring the Executive Director's performance
  - e) Assessing Executive Board performance
  - f) Insisting on strategic planning
  - g) Reviewing educational and public-service programs
  - h) Ensuring adequate resources
  - i) Ensuring good management
  - j) Preserving institutional independence
  - k) Relating to the community
  - l) Serving as court of appeals
2. Support the institution's fund-raising efforts through personal giving in accordance with one's means (to both annual funds and capital drives), and to be willing to share in the solicitation of others.
3. Devote time to learn how the institution functions—its uniqueness, strengths, and needs, its place in the industry.
4. Prepare for, regularly attend, and actively participate in ITA Executive Board meetings and committee assignments.
5. Accept and abide by the legal and fiscal responsibilities of the ITA Executive Board as specified by institutional charter, bylaws, and state statutes and regulations.
6. Vote according to one's individual conviction, to challenge the judgment of others when necessary, yet to be willing to support the decision of the ITA Executive Board and work with fellow ITA Executive Board members in a spirit of cooperation. To recognize that the ITA Executive Board chair alone speaks for the ITA Executive Board.
7. Maintain the confidential nature of ITA Executive Board deliberations and to avoid acting as spokesperson for the entire ITA Executive Board unless specifically authorized to do so.
8. Understand the role of the ITA Executive Board as a policy-making body and to avoid participation in administration.
9. Learn and consistently to use designated institutional channels when conducting ITA Executive Board business.
10. Comply with conflict-of-interest policy and disclosure developed by the ITA Executive Board.
11. Refrain from actions and involvement that might prove embarrassing to the institution.
12. Make judgments always on the basis of what is best for the organization as a whole.