



AMERICAN ASSOCIATION OF PATHOLOGISTS' ASSISTANTS

2345 Rice Street • Suite 220 • St. Paul, MN 55113

Phone: (800) 532-AAPA or (651) 697-9264 • Fax: (651) 317-8048

info@pathassist.org • www.pathassist.org

Board of Trustees Code of Conduct/Commitment to Serve

**I HEREBY PERSONALLY PLEDGE TO CARRY OUT THE DUTIES
AND OBLIGATIONS IN ACCORDANCE WITH THIS DOCUMENT.**

CODE OF CONDUCT STATEMENT

The American Association of Pathologists' Assistants Code of Conduct, based upon the tenants of ethical leadership, honor, and respect supports and advances its stated mission. The Code provides guiding standards for the leadership to follow in conducting the business of the Association. All those in leadership positions must sign the Code of Conduct/Commitment to Serve and Conflict of Interest attestation statements annually.

MY ROLE

I recognize that my responsibility as a member of the Board of Trustees is to contribute to the development and implementation of the Association's mission and vision and to fulfill the functions of the office as delineated in the Association's bylaws.

MY COMMITMENT

As a Trustee, I willingly pledge to carry out the following duties with integrity, due diligence, and enthusiasm:

1. To maintain my membership in the Association, paying dues annually, to be eligible to volunteer.
2. To establish as a high priority my attendance at a minimum of three-fourths of all meetings of the Board, and Committees on which I serve.
3. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and any background support material relevant to the meeting.
4. To represent the Association in a positive and professional manner at all times and in all places. To act as an ambassador for the AAPA with staff and other Association members.
5. To observe the parliamentary procedures outlined in the AAPA's policy and procedures governing meetings and exhibit mutually respectful conduct in all meetings I attend.
6. To avoid conflicts of interest between my role as a Board member and my personal/ professional life. If such a conflict does arise, I will declare that conflict before the Board and will refrain from participating in the subsequent discussion and from voting on any such matters. If I were to move into a key position with another competing organization such as a NAACLS-accredited (or serious applicant status) Pathologists' Assistant Training Program or other organization that has a competing interest, including ASCP, CAP, NAACLS, etc., I am obligated to inform the Board of Trustees Chair of this change.
7. To maintain strict confidentiality pertaining of all business discussed at meetings of the Board of Trustees, only disclosing to the membership and general public specific information authorized by the Board.
8. To support in a positive manner all actions taken by the Board of Trustees even when I am in a minority position on such actions.
9. To make every effort to attend and offer assistance at AAPA Meetings and Events.
10. To actively recruit members to serve on various AAPA committees.
11. To actively participate on all committees of which I am a member ensuring all objectives are accomplished with periodic progress reports made to the Board as appropriate.
12. To refrain from implementing strategies or taking actions unilaterally that have not been (1) reviewed and approved by the Board of Trustees or (2) expressly delegated for action to the Committee within Board prescribed guidelines.
13. To evaluate AAPA programs and services on an annual basis.
14. To approve and monitor budget and allocate resources, as assigned or appropriate.

If I find myself unable to carry out the above duties as described to the best of my ability, I agree to initiate a discussion with the Board of Trustees Chair regarding my future role as a Board member.

Signature: _____ Date: _____

(please print) _____