



Volunteer Confidentiality & Conflict of Interest Agreement

(Must be reviewed with and completed before Volunteer is placed on a Committee or has access to information)

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of the Dallas/Fort Worth Chapter of the American Marketing Association (DFW AMA).

The DFW AMA requires that strict confidentiality be maintained with respect to all information obtained or gathered by volunteers concerning the organization, as well its members, volunteers, speakers, sponsors, donors, staff, and any others it serves. Such information is the exclusive property of the DFW AMA.

Initials

Restricted Use of Information. The volunteer agrees not to use any Chapter or AMA proprietary information that is obtained during his/her service with the DFW AMA except as necessary to complete or satisfy tasks and objectives directly related to role as a volunteer with the DFW AMA.

[Empty box for initials]

Non-Disclosure of Information. Without prior written consent from the organization, or except where such disclosure is consistent with stated policy, the volunteer agrees to protect all confidential information, or any part thereof, from disclosure to any person other than DFW AMA volunteers who have a need for such disclosure in connection with the volunteer's authorized use of the confidential information. This includes but is not limited to information pertaining to financial status and operations such as budget information, donations of money or gifts-in-kind, salary information, and information pertaining to members, sponsors, donors, staff, or other volunteers. This includes addresses, telephone numbers, email addresses, etc.

[Empty box for initials]

Privacy Protection of Information. The volunteer agrees to take all steps reasonably necessary to protect the security of confidential information and to prevent private information from falling into the public domain or into the possession of unauthorized persons.

[Empty box for initials]

Conflict of Interest. All volunteers of the Dallas/Fort Worth Chapter of the American Marketing Association (DFW AMA) will make every effort to avoid any conflict between their own personal, company or firm interests and the interests of the Chapter, in all actions taken by them on behalf of the Chapter.

A volunteer should abstain from voting on issues, policies and decisions which could cause the member to benefit personally or cause the member's company or firm to benefit from the outcome of the vote. The volunteer will disclose any potential conflict of interest to their supervising Board Member.

[Empty box for initials]

The disclosure of any conflict by other volunteers should be in writing, confidentially addressed to the President, and should describe the facts and circumstances relative to the potential conflict of interest. It will be the decision of the President of the Chapter as to a resolution of the conflict, if a resolution is deemed necessary. Any volunteer who is aware of a conflict of interest on his/her part and fails to report such shall be subject to appropriate disciplinary action by the Board of Directors or their designee.

Volunteer Agreement .

I agree to abide by the terms of this agreement and understand that any breach of this agreement will result in immediate termination of my involvement as a volunteer in any capacity with the DFW AMA. This agreement is effective immediately upon submission of my volunteer application, and applies both during and following my volunteer service with the organization.

____ (Printed Name)

____ (Signature) _____ (Date)

DFW AMA Authorized Representative Acknowledgment.

Received by: _____ Date: _____