



Duty of Loyalty Definition Policy

NAMA Board – NB 1.30

Effective Date: July 6, 2012

Purpose

To guide a positive representation of NAMA.

Policy

In order to fulfill the Duty of Loyalty and give a positive representation of NAMA, Board Members, Board member Candidates, and members of all NAMA Committees will agree to act in accordance with the loyalties described for the safeguarding and best interest of the Organization.

Description of Loyalties

To fulfill the Duty of Loyalty, NAMA Board Members and/or other official representatives shall subscribe to the following:

1. Represent NAMA with the best and highest of action, word, and intent wherever it is appropriate.
 - a. If NAMA sends Board Member, or a NAMA Committee member to a meeting/conference, etc. to represent NAMA, that individual must represent NAMA first and foremost. If asked about other affiliations the representative has, he/she can respond and, as reasonable bring the focus back to NAMA and related areas. If any party is given the impression that the Board Member or NAMA representative represents another organization and not NAMA, the Board Member or representative will not be doing their duty of loyalty.
 - b. If another organization sends a NAMA Board Member, or NAMA Committee member to a meeting to represent that other organization, it is required that the Board Member represent the organization first, and whenever possible and appropriate they also mention NAMA and their affiliation with NAMA.
 - c. If interviewed, a NAMA Board Member should represent him or herself as an individual and/or a non-NAMA organization, but should mention NAMA as appropriate.
 - d. Board members must have their NAMA affiliation(s) listed on the NAMA website and in their bio.
 - e. If reasonable and possible, Board Members and members of NAMA Committees should provide a link to NAMA website on their personal website(s)
 - f. All Board Members affiliated with NAMA approved schools are required to put

the NAMA logo and link to NAMA on their school's website.

2. Report back to NAMA after attending meetings, conferences, etc.
 - a. When representing NAMA at any meeting or conference, a board member is required to write and submit to the NAMA Board a summary report from that meeting or conference within two weeks or in an alternate time limit specified by Board.
 - i. Report will be a one-page summary of any items pertinent to NAMA, its operations and mission.
 - ii. This summary may be published on NAMA website to keep the NAMA membership informed.
 - b. When attending a function and not representing NAMA, Board Members are encouraged though not required to share the information gathered and opportunities presented with the Board in a summary report.
3. Share opportunities wherein NAMA may be benefitted by participating
 - a. NAMA Board Members, and whenever possible NAMA Committee members will share with the NAMA Board upcoming opportunities in which NAMA may be benefitted by participating in conferences, meetings, press interviews, etc.
 - b. These opportunities must be presented to the NAMA Board in a timely manner in order to allow the Board to determine how the opportunity may best be taken advantage of.
 - c. The NAMA Board will decide which events fit in its schedule, priorities and budget; and if an official representative should participate.
4. Have the NAMA Information Packet readily available and distribute whenever appropriate.
 - a. A Press Packet, NAMA brochures and business cards will be provided to all Board members, who are required to take to all appropriate meetings and distribute.
 - b. Any official representative for NAMA will be provided with appropriate brochures, banners, flyers, or materials so that NAMA's mission, purpose, and goals may be propagated in as many situations and locales as possible.
5. No NAMA Board Member or NAMA Committee member will accept free conference passes or other opportunities/products/materials that require or expect reciprocation from NAMA at its conferences, on its website, or in any other way obligate NAMA without official NAMA Board approval.
6. NAMA Board Members and NAMA Committee members will maintain confidentiality with all information obtained through their participation as a member of the Board or Committee
 - a. NAMA Board Members and NAMA Committee members carry a fiduciary responsibility to protect the reputation and assets of the organization. As such, any information that is provided with regard to NAMA Membership

contacts, development of programs, policies, procedures, or elements of discussion are to remain confidential.

- b. No confidential information is to be shared with any other organization, individual, or body of individuals without the express approval of the NAMA Board of Directors. Such information shall be shared only in the format and methodology expressly provided by the NAMA Board of Directors to assure an appropriate presentation and care for the reputation of the organization.
- c. An individual may take no action based on NAMA confidential information until such time the information is explicitly approved for public dissemination. For example: NAMA Standards Committee members who also participate in the decision-making process of a school, learns in a Committee meeting that it is NAMA's intention to change the requirements for internship. This person may not share this information with others at their school nor him/herself make decisions or recommendations based on this confidential information. Doing so would give this school unfair advantage over other schools that are not privy to this information.
- d. Information that has been approved for public dissemination may be provided by any NAMA Board or Committee member to any person or organization that requests such information as long as it is provided in the form and method approved by the NAMA Board of Directors.

The NAMA Orientation Packet for new Board Members will include this Policy.