



## International Association of Emergency Managers Group Leadership Commitment Form

IAEM-USA Standing Committees are bodies with an ongoing, operational function. Their efforts and activities contribute to the association, to ensure forward progress and continued member benefits. Caucuses are groups with a special focus or function within the practice of emergency management. These groups of individuals may provide IAEM-USA with program advice from the unique perspective of a particular industry or topic.

As the leader of a committee or caucus, I understand that my role is to convene, collaborate, and coordinate the work of my group, for the betterment of the association, and in service to its members. I also understand that my position as a leader within IAEM is conducted in service to the IAEM-USA President and may be temporarily or permanently revoked if expectations are not met.

As a group leader of the International Association of Emergency Managers (IAEM), I understand that I have a *duty of care* to always work in the best interests of the organization, a *duty of loyalty* to put the good of the organization first and avoid any conflicts of interest and a *duty of obedience* to be faithful to the central goals of the organization and follow its governing documents.

In furtherance of these commitments and responsibilities, I will put forth my best individual effort to:

- Conduct all work in accordance with the association Bylaws and Association Policies and Procedures.
- Attend, fully prepare for, and diligently participate in committee meetings, quarterly group leadership meetings, and special events. If I cannot attend, I will find a suitable alternate representative.
- Communicate with committee and caucus members proactively and regularly.
- Regularly update the content on my group's IAEM Connect page (if applicable) to reflect ongoing projects, activities, and events.
- Act in the best interests of IAEM and excuse myself from discussions and votes where I have a conflict of interest.
- Strive to keep abreast of trends, issues, and current developments that may affect IAEM.
- Represent IAEM in a positive and supportive manner at all times.

- Work collaboratively with IAEM Staff, board members, and group members, as partners toward the achievement of our goals.
- Strictly maintain the confidentiality of all privileged or sensitive information provided to me to safeguard IAEM’s reputation and integrity, as well as the privacy rights of individuals and donors connected with IAEM and the IAEM Board. I accept this principle as one that should survive my period of service.

If I do not fulfill these commitments to IAEM, I will expect the IAEM-USA President to discuss my responsibilities with me and determine the best course of action to ensure forward progress of my group. If no immediate resolution can be found, I understand that the IAEM-USA President may remove me from this leadership position, with or without cause.

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In turn, I expect IAEM to be responsible to me in the following ways:

- Provide opportunities for me to advocate for financial resources if needed to accomplish Objectives & Key Results for the group.
- Provide me with opportunities to discuss important organizational issues with the IAEM-USA Presidential Team and executive director as appropriate.
- The staff and board members will respond in a straightforward fashion to questions that I feel are necessary to carry out my responsibilities to this organization. Board members and staff will work with me in good faith toward the achievement of our goals. Board and staff liaisons will provide guidance and support as needed.

If IAEM does not fulfill its commitments to me, I can call on the IAEM-USA President or Executive Director to discuss the organization’s responsibilities.

I certify by my signature that I understand the foregoing expectations that accompany my leadership service and will do my best to live up to them as a member IAEM.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_