COAA Professional Code of Conduct

The Construction Owners Association of America (“COAA” or “Association”) appreciates your dedication. By volunteering to serve in any capacity you are making a commitment to facilitate continuous improvement and evolution of the construction industry. In making this commitment you are forging an implied contract – there will be corporate officers, other volunteers, and members of the Association depending on you to honor that commitment. On behalf of the Board of Directors, thank you for your service! We trust that you will find your volunteer experience to be challenging and rewarding, and look forward to working with you.

At various points in your service you will be viewed as a COAA ambassador. To ensure a consistent and positive public face, the Board asks each volunteer to review and subscribe to the principles and standards listed below. This serves to protect you and the COAA. Please do not hesitate to contact a COAA staff member if you have any questions or concerns about this document.

Volunteer: __________________________________________________________ (“you” or “your”)

Please review and indicate your acceptance to the following items by checking each box and signing below. Thank you.

☐  **Volunteer Conduct and Service.** Volunteers are expected to represent COAA with professionalism and courtesy and to use the resources of the COAA responsibly. Volunteers are asked not to contact organizations or individuals on behalf of the Association unless authorized. COAA accepts the service of all volunteers with the understanding that such service is at the mutual discretion of you and the Association. Just as you may terminate your volunteer service at any time, the COAA reserves the right to do the same. Volunteers are expected to be familiar with any Board Policies relevant to their volunteer position, to act in accordance with those policies, and to perform their volunteer duties in a professional manner at all times, bringing credit to themselves and to the COAA.

☐  **Intellectual Property.** You assign to COAA all rights, title and interest in and to any information or material developed, conceived or created by you as part of your service to the Association, including any and all materials subject to copyright.

☐  **Confidentiality.** In connection with your COAA service, you may be given or have access to the confidential information of COAA or third parties. Confidential Information is all information that COAA considers to be confidential or proprietary information of COAA or third party sources. You agree that you will not disclose or permit to be disclosed any Confidential Information, and that you will not appropriate or in any fashion replicate any Confidential Information without the prior written consent of COAA.
☐ Conflict of Interest. All volunteers of COAA must act at all times in the best interests of COAA and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, you must disclose the potential conflict to the Association and, as required, remove yourself from all discussion and action on the matter. When in doubt as to whether a potential conflict may exist, seek advice from a COAA Board member, officer, or staff member.

This serves as my two-year commitment (2019-2020) to actively participate in and contribute to the ________________ (committee, chapter, task force, etc.).

I understand the commitment required by COAA to perform in the position I have chosen and agree to do so to the best of my ability should I be selected for the committee. I also understand that my signature below acknowledges that I will agree to abide by the COAA Code of Professional Conduct.

______________________________
Signature (you can type in a virtual signature) Date