



Fostering an organizational culture of ongoing recognition and respect as an equal partner within the MRU community.

MRSA Accountability Agreement and Code of Conduct		
First draft:	Fall 2017	Sponsor: MRSA Governance Committee
Current Version:	0.2	
Last Amended:	First version	Approved by: MRSA Executive Board
Next Review:	Winter 2019	

Role Details

The various responsibilities of your role as a _____ Committee member are outlined in the Committee's Terms of Reference or Role Descriptions. Additional responsibilities may be assigned at the discretion of the Committee Chair. These roles should be discussed with your manager. At the end of each year, the MRSA will inform your manager about your contributions to the Association.

Ethical Code of Conduct Agreement

I, _____, am a member of the MRSA _____ (Committee/Executive Board) at Mount Royal University. I agree that:

- I have had the opportunity to engage in a dialogue and inform my Manager/Chair about my intent for participating in the Association in this role**
 - As per Articles 7.1 and 37.1 and other pertinent articles of the Collective Agreement my manager/chair will allow release time to fulfill my duties in the MRSA
- I will commit to regularly attending scheduled Committee meetings and to notify the Chair if I am unable to attend
- I will adhere to the MRSA Constitution, specifically article 19 (Code of Conduct)
- I will adhere to all applicable laws, University policies and procedures, contractual commitments and collective agreement
- I will conduct myself in a respectful and professional manner, will follow all policies and procedures that apply to the MRSA and represent the MRSA to the highest possible standards
- I will act honestly, in good faith and in the best interest of the MRSA membership. While carrying out my duties I will use care, skill and due diligence
- I will perform my duties and responsibilities to advance and advocate for the Association and its membership
- I will declare any conflict of interest I have in any matter before the MRSA, either in writing or by asking that my declaration be documented. I will not take part in any discussion of a matter in which I have a conflict of interest nor will I vote on the matter
- I agree that I will be deemed to have resigned from my role on the MRSA Committee/Executive Board if I cease to be a member of the Association according to the definition in Article 3.4 of the Constitution, or if I voluntarily resign

Initial _____

MRSA Executive Board and Committee Oath of Confidentiality

Recognizing that maintaining the confidentiality of personal records pertaining to Mount Royal Staff Association (MRSA) members is of great importance and that the value of such information can be diminished or harmful through misuse, I understand and accept my responsibility to protect the privacy and confidentiality of any information received from or pertaining to an MRSA member through personal or committee meetings in accordance with privacy legislation. **This agreement will be binding in perpetuity.**

Specifically, I will not:

- Reveal the confidential content of any meeting or one-on-one discussion to anyone other than the MRSA President or MRSA Executive members and/or Employees of the MRSA
- Make or allow any unauthorized use of personal information
- Seek personal benefit or allow others to benefit personally from the knowledge of any information I have acquired from an MRSA member, and
- Remove official records except in the performance of official duties

I also understand that violations may lead to disciplinary action under the MRSA Constitution Article 19.0 Code of Conduct.

Approval

I, the undersigned, understand and agree to the conditions, duties and expectations of this role description and that retention of this role will be dependent on satisfying the above. I agree to act in the best interests of the Association and to act with integrity and a high ethical standard. I will fulfill the expectations outlined herein to the best of my ability.

(Name - please print)

(Committee Chair)

(Signature)

(Signature)

(Date)

(Date)

Initial_____

Version Number	Date Approved	Approved By	Description
0.1 (First draft)	--	--	First draft of the document
0.2 (Second Draft)	Dec 2017	MRSA Governance Committee	Second draft; submitted to Executive for approval April 2016
1.0	May 2018	MRSA Governance Committee	Approved by MRSA Executive on May 30, 2018