



MRSA Accountability Agreement and Code of Conduct

The various responsibilities of your role as an Executive Board/Committee member are outlined in the Constitution/Committee's Terms of Reference or Role Descriptions. Additional responsibilities may be assigned at the discretion of the President/Committee Chair. Your role(s) should be discussed with your manager. At the end of each year, the MRSA will inform your Manager/Chair about your service to the Association.

Ethical Code of Conduct Agreement

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

1. I will inform my Manager/Chair about my intent to participate in the Association in this role(s), as per the Collective Agreement;
2. I will regularly attend scheduled Executive Board/Committee meetings and notify the President/Chair if I am unable to attend;
3. I will adhere to all relevant legislation, the MRSA Constitution, the Collective Agreement, and MRSA Policies and Procedures;
4. I will conduct myself in a respectful and professional manner, and represent the MRSA to the highest possible standards;
5. I will act honestly, in good faith and in the best interest of the MRSA membership;
6. I will exercise due diligence as I advocate and work for the Association and the membership;
7. I will declare any conflict of interest, in writing, to the MRSA Executive Board;
8. I will notify the MRSA President/Committee Chair in writing if I can no longer serve in the capacity of this role.

MRSA Executive Board and Committee Oath of Confidentiality

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, regardless of my status as a member of the Executive Board/Committee.**

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;
- Use or allow any unauthorized use of personal information;

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- Seek personal benefit or allow others to benefit personally from the knowledge of any information I have acquired from or about an MRSA member, and;
- Access, delete or remove official records except in the performance of official duties.

I also understand that violations may lead to disciplinary action under the MRSA Constitution, in particular the Code of Conduct.

Approval

I, the undersigned, understand and agree to the conditions outlined herein, and will fulfill these expectations to the best of my ability. I understand that failure to comply with the above conditions will be subject to disciplinary action or removal from the role.

(Name - please print)

President/Committee Chair

(Signature)

(Signature)

(Date)

(Date)

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
1.02	May 2018	MRSA Governance Committee	Approved by MRSA Executive on May 30, 2018
2.01	July 2021	MRSA Governance Committee	Edits suggested by the Governance Committee
2.02	March 2023	Officers	Policy formatting removed. Minor edits applied

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