

**San Antonio Conservation Society**  
**Job Description**  
**ETHICS AND PROTOCOL**

The purpose of this committee is to establish a code of ethics and protocol for the Society, including accountability standards. The chairman of this committee may be a former president. By establishing policies and procedures for board and staff, the committee promotes professionalism and integrity in the individual and collective actions of the Society.

**DUTIES OF THE CHAIRMAN**

1. Appoint members to committee and present to President for approval. Assign committee duties to the members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate committee activities.

**Code of Ethics**

1. Appoint members to committee and present to President for approval.
2. Ensure participation of Board and Staff in following the Code of Ethics through development of implementation plan.
3. Identify the issues that need to be addressed, determine the style and scope of the document, and draft the details of the implementation plan.
4. Adopt the implementation plan formally through Board action.
5. Regularly train staff and Board of the code and its main points by developing curriculum for understanding and enforcement.

**Protocol**

1. Review existing documents on Protocol within the Society, and identify additional issues that need to be addressed.
2. Solicit suggestions from Board and staff members about topics needing policy guidance.
3. Link as appropriate to Vision, Mission and Values.
4. Draft the specific policies, and submit to Board for approval.
5. File a final report of the committee's activities before the June general membership meeting.