



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

## Association of Canadian Archivist Volunteer Code of Conduct

### **Purpose**

The Association of Canadian Archivists (ACA) is a voluntary organization of individuals and institutions actively engaged in the acquisition, care, preservation, and making available of archival materials, those who manifest an interest in archival activities and those sympathetic to the aims of the Association who wish to further its work. The ACA is governed by a Board of Directors who is elected by the members of the Association. In addition to the Board of Directors, Committee Chairs and Members are appointed and elected to work toward fulfilling the aims of the Association.

Volunteers, both elected and appointed, are expected to discharge their duties and responsibilities ethically, professionally and impartially. The purpose of this policy is to define a standard of ACA volunteer conduct that exemplifies professional integrity.<sup>1</sup>

### **Participation**

Volunteers shall be members in good standing of the ACA. Volunteers shall be diligent in conducting ACA business by always acting in the best interests of the Association. Volunteers will be properly prepared for Board and Committee meetings, attending all meetings, except in extenuating circumstances.

Volunteers shall discuss the issues and business addressed at scheduled meetings, having read all background material relevant to the topics to be discussed and shall have knowledge of relevant by-laws, regulations, and policies of ACA, as well as the rules of procedure and proper conduct of a meeting.

### **Communication**

Volunteers will work with and respect the opinions of peers who serve on the ACA Board and its Committees and shall leave personal prejudices out of all discussions. Volunteers will support the decisions of the Board, whether or not there is personal agreement with the decision and by representing or interpreting the decisions of the Board, and its reasons for its decisions, accurately and fully wherever appropriate. Volunteers will not disclose or discuss differences of opinion on the Board or Committee outside of meetings.

### **Relationship with ACA Staff**

The ACA employs an Executive Director, a Client Services Coordinator, and may employ other staff. The Executive Director reports to the ACA Board and is accorded the authority for decision-making related to the full scope of on-going operations of the association, including other association staff and their work assignments, any contracting for services, revenue collection, expenditure decisions and such towards achieving the Board established strategic priorities, and

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<sup>1</sup>For ethical standards of the Canadian archival profession as a whole, please see the ACA Archivists' [Code of Ethics and Professional Conduct](#).



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within approved policies. For ethical standards of the Canadian archival profession as a whole, please see the ACA [Code of Ethics and Professional Conduct](#).

ACA Staff are integral to the successful management of the organization and Volunteers will work in partnership with the Staff to achieve the goals of the ACA. ACA Staff and Volunteers will interact with mutual courtesy and respect.

### **Conflict of Interest**

All Volunteers must remain free of any obligation, interest, or distraction that may adversely affect or interfere with their judgment and/or objectivity in the performance of their duties as an ACA Volunteer.

Upon taking on a volunteer position with the ACA or as soon as it is known, Volunteers will declare any actual, potential, or perceived conflict of interest, disclosing their involvements with other organizations, with vendors, or any associations which might be or might reasonably be seen as being a conflict. When the Board or a Committee is to decide upon an issue, about which a Volunteer has an unavoidable conflict of interest, that Board/Committee member shall immediately declare the conflict and absent herself or himself without comment from the vote.

### **Confidentiality**

Volunteers shall respect the confidentiality of information on sensitive issues. They shall refrain from disclosing confidential information concerning any ACA member, or any other person, firm, association, partner, group or corporation, or any affairs of the Association without proper authorization. No Volunteer shall furnish lists of names, addresses, and/or phone numbers of Volunteer or ACA members to outside interests. Volunteers shall not use or transmit confidential information or use knowledge gained from Association business for any financial or personal interest or transaction.

Volunteers will manage written materials as appropriate and, when necessary, keep them confidential by holding secure all working documents obtained as a Board or Committee member until discussed and approved by the Board, and exercising discretion in their use thereafter. If Volunteers are unsure about the status of any information obtained, they will treat it as confidential. Volunteers will not use confidential information for personal gain or the gain of others and shall dispose of confidential material in an appropriate manner.

Confirmation: I \_\_\_\_\_ (print name) have read and agree to follow this Code of Conduct in my role with ACA as \_\_\_\_\_ (role, e.g. chair/member)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(date)