

Consent to Serve & Volunteer Commitment Form

I have been nominated to serve as elected volunteer for the APTA Academy of Cardiovascular & Pulmonary Physical Therapy. Should I be elected by the membership, I will act responsibly and prudently, and I consent to the following:

☐ RESPONSIBILITIES

I understand the roles and responsibility of this position and have thoroughly reviewed the position description and have asked or will ask any questions I have regarding the post.

☐ ORIENTATION

I understand that I will be provided with orientation materials which includes general information about nonprofit service, current policies, background on the organization, recent activities, and other information relevant to my duties and I commit to reading this information prior to my first meeting.

☐ ACCOUNTABILITY

I understand that I may or will have legal, fiscal, and ethical¹ responsibility for the well-being of the organization. As such, I accept it as my responsibility to:

- Be familiar with and protect organizational resources, funds, and intellectual property.

- Understand the applicable policies and programs and oversee or support their implementation.
- Be responsible for making decisions on organization issues and matters, by being an active participant at meetings.
- Respect the organization's values and recognize the official channels of communication.
- Stay current on the programs of the organization and the environment in which it operates.
- Excuse myself from discussions, decisions, and votes where I may have a conflict of interest.
- Adhere to state and federal laws, as well as the organization's governing documents.

☐ ATTENDANCE

I understand attendance at meetings, in person or by technology, is considered mandatory, recognizing that occasional absences may be

¹ Conducting myself with integrity and excellence.

excused. I will do everything possible to be present at duly called meetings. I understand absence as defined in the bylaws or policies may be cause for dismissal.

☐ **COOPERATION**

I understand that I will work in good faith with my fellow volunteers and professional staff in a constructive, collegial manner toward the achievement of the organization's goals.

☐ **PREPARATION**

I understand effective meetings and tasks require that I prepare by reading and asking questions.

☐ **DISMISSAL**

I understand that if I fail to fulfill these commitments to the organization, the Academy President may call upon me to discuss my responsibilities. Should there be a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign my position.

THEREFORE.

As a volunteer, I understand that the organization has a responsibility to me in the following ways:

1. I will be provided with information and updates about policies, resources, and finances at appropriate to my position.
2. Opportunities will be provided for me to discuss with officers and/or staff the organization's programs, goals, activities, and status.
3. I can expect transparency and responsiveness so that I can fulfill my fiscal, legal, and ethical responsibilities to the organization.
4. I will work as a team in good faith towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I may call upon Academy president or executive director to discuss the organization's responsibilities.

Print Name

Signature

Date