

Volunteer Code of Ethics

Alumni and supporters of Century College who wish to volunteer should consider before agreeing to the responsibility:

1. Keep the interest of the Alumni Association, College program or department foremost in mind when providing assistance and disclose and avoid any and all conflicts of interest.
2. Adhere to the policies and procedures of the Century College Alumni Association and ask for clarification if you do not understand them. Contribute positively to the Alumni Association.
3. Serve as a positive Alumni Association and College representative and conduct yourself in an appropriate, professional manner.
4. Strive to achieve the highest quality and effectiveness in both the process and outcomes of volunteer work without promoting any self-interest or personal gain.
5. Be honest and trustworthy and communicate openly in a responsible and respectable way.
6. Honor and respect other volunteers, be fair, and do not discriminate. Agree to participate in any diversity/cultural sensitivity training offered to you. Acknowledge and respect the contributions, talents, and dignity of all who participate and treat others equally as peers.
7. Agree to volunteer only when it truly works for you to do what is requested, and agree to participate fully for the duration of whatever assignment you undertake.
8. If you do not agree with an idea or action, present your concerns in an appropriate forum or to an appropriate staff member of the College.
9. Do not be afraid to admit you do not know something. Find clarity from the appropriate person before taking action on items you do not understand.
10. Strive to create satisfaction and enjoyment for yourself from your participation and involvement experience!

The success of the Century College Alumni Association depends upon our many volunteers. The Alumni Association values its volunteers and works to create services and programs to support and enhance their involvement. However, volunteers of the Century College Alumni Association conducting themselves in a manner inconsistent with the Association's mission, or this code, may be removed from the list of volunteers.

Conflict of Interest Policy

The Century College Alumni Association upholds high standards for ethical behavior, personal integrity, and impartiality of its volunteers. All volunteers have an obligation to avoid conflict, or the appearance of conflict, between their personal interests and the interests of the Alumni Association and the College, and to avoid any situation that affects, or potentially could affect, his or her unbiased judgment while serving the Alumni Association or the College. Examples of such situations include the following:

1. Using the equipment or other resources of the Alumni Association or College to secure outside personal gain
2. Citing participation in the Alumni Association or College programming to advance personal, political, or profit-motivated activities
3. Representing the College in any official student recruitment capacity during child's senior year in high school
4. Serving on an award or scholarship selection committee when a family member is being considered for the award
5. Profiting materially by selecting vendors with whom there is a business affiliation

The Alumni Association acknowledges that the appearance of conflict of interest does not always imply actual conflict. Policy requires, therefore, that all potential conflicts of interest be disclosed to the Century College Alumni Director. The Alumni Director will determine whether to (a) take no action, (b) assure full disclosure to the board and other individuals covered by this policy, (c) ask the person to recuse from participation in related discussions or decisions within the organization or (d) ask the person to resign from his or her position.