



AGRIP Model Code of Conduct

For Pool Governing Bodies, “Staff” and Service Providers
(Adopted by the AGRIP Board: August 20, 2006)

The Association of Governmental Risk Pools (AGRIP) has established this Model Code of Conduct for pool governing bodies, “Staff” (whether directly employed by the pool or under contract) and service providers to act as a guide in ensuring that all AGRIP member pools, member pools’ designated representatives, and partner members conduct their official business with social responsibility that encourages public trust. For purposes of this Model Code of Conduct, it is understood that “Staff” may consist of employees or independent contractors/service providers.

AGRIP does not require that each member pool adopt this Model Code of Conduct, as its own. Instead, AGRIP encourages each member pool to adopt a Code of Conduct—adding, modifying or deleting features of this code to their local needs. However, failure to adopt a Code of Conduct shall disqualify an AGRIP member pool from receiving recognition from AGRIP for compliance with its pooling advisory standards.

The Mission of AGRIP is to promote excellence in the governance and management of governmental risk-sharing pools and to promote “pooling” as the optimal risk financing strategy for most public entities.

To further this Mission, the following principles should be addressed in each AGRIP member’s Code of Conduct to regulate the activities of every AGRIP member pool, along with their respective governing bodies, “Staff” and service providers:

1. Dedication to the highest ideals of honor, integrity, and due diligence so that each pool (along with its officers, employees and agents) may merit respect and public confidence in all its dealings.
2. Dedication to the concepts of democratic, effective and efficient governance by responsible, knowledgeable elected and appointed officials with an understanding that official decisions made and actions taken by the pool are always made in the best interests of each pool’s ownership, as opposed to the interests of the pool’s “Staff,” service providers or other outside interests.

3. Commitment to the principle that each pool's governing body is ultimately responsible for establishing the pool's goals and objectives and in making policy decisions on behalf of the pool's ownership. This responsibility cannot be transferred or delegated. Each pool governing body should establish written rules regulating its affairs and the conduct of its members.
4. Dedication to the principle that "Staff" should consistently seek guidance and direction from the pool's governing body on matters of pool policy and refrain from promoting any candidate for election and/or appointment to the pool's governing body (unless otherwise directed in the governing documents of the pool).
5. Commitment to the principle that "Staff" should be expected to provide policy proposals and recommendations to each pool's governing body and provide members of the governing body with information and advice on matters of policy as a basis for making decisions. Once the governing body has acted, "Staff" should be responsible for implementing and upholding all official policies and decisions adopted by their respective pool governing bodies, without interference.
6. Dedication to the continual improvement of the professional abilities and expertise of the pool's governing body and "Staff" in matters relating to pool governance and pool management or administration.
7. Dedication to the principle that members of the pool's governing body and "Staff" share a responsibility to communicate with the pool's ownership regarding pool objectives/activities/outcomes and should seek to improve the quality and image of governmental risk-sharing pools at all times.
8. Dedication to the principle that all matters of procurement, personnel administration and outside contracting are administered on the basis of merit so that fairness and impartiality govern all governance and management decisions.
9. Dedication to the principle that matters of pool governance and/or pool management/administration cannot be bought or sold. No member of the pool's governing body or "Staff" should ever solicit a personal gift of any value from any third-party performing work on behalf of or in any way associated (or potentially associated) with the pool. Each AGRIP member pool should adopt a written policy concerning the receipt of gifts, services, sponsorships, meals, and the disclosure of same by members of the pool's governing body and "Staff."
10. Dedication to the principle that conflicts of interest, (defined as situations in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties) should be avoided and where present shall be fully disclosed. This includes situations when a member of

the pool's governing body's or "Staff's" personal interests (including those of his/her family) are contrary to his/her loyalty to the pool.

11. By establishing these standards, it is not the intention of AGRiP to become an arbitrator of disputes between or among AGRiP members' pool governing bodies, "Staff" or service providers.