

ASFMRA
ETHICS AND STANDARDS COMMITTEE
Committee Purpose, Policies and Procedures

Committee Purpose

The Ethics and Standards Committee has the duty to enforce principles that guide the relationship between members of the Society and their clients; between fellow members of the Society; and between the Society and the general public. The Ethics and Standards Committee, in accordance with the Code of Ethics and Standards of Professional Practice, shall, upon receipt of a written complaint, or upon its own initiative, investigate and make recommendations, or take appropriate action upon any matters of ethical or professional conduct.

Performance Metrics:

- Ethics complaints are resolved within 90 days of assignment.
- Have technical knowledge of the Ethics and Standards Committee procedures detailed in the Policy and Procedure Manual.

Composition: The committee will have 5 Accredited members with at least one member representing each of the accredited classifications of the Society (AFM, ARA, RPRA, AAC). Members are selected/appointed for three-year terms by the Nominating Committee in consultation with President-Elect, based upon successful completion of the application process. The committee chair is selected/appointed by the Nominating Committee in consultation with President-Elect and current committee chair. The committee chair is generally responsible for coordinating the work of the committee members and leading the meetings ensuring that all members are engaged in the discussions and actively contribute to the work of the committee.

Meetings: In a typical year, there is one in-person meeting held in conjunction with the Annual Conference. Conference calls are then scheduled as needed (typically 4-6).

The committee will establish its work plan for the year at its inaugural meeting. This plan should clearly state the objectives and goals and along with as many process details (what is to be done, by whom, by when) as possible. The objectives and goals must tie directly to the committee purpose and the ASFMRA objectives and goals.

Procedures:

Review cases are assigned to Committee members by the Chair and written review/findings are due within ninety (90) days of assignment. Once the written review/findings are determined, the member will have thirty (30) business days to respond to the complaint. The Committee will render a final decision, which will be delivered to the member within ninety (90) business days of the member's response.

Reports to: Executive Council

Support Staff: Membership Coordinator or other ASFMRA Staff