

## **Construction Specifications Institute, Inc.**

### **Volunteer Letter of Commitment**

Thank you for your interest in volunteering your time and expertise to the Construction Specifications Institute (CSI). Volunteers like you are the lifeblood of CSI. Your expertise enables the association to create products and services to support members and serve the AEC industry.

This letter clarifies and memorializes the relationship between volunteers and CSI (hereafter we, our, or the association), and is part of a process to be clear about what we do for each other so you enjoy a robust, fulfilling, and productive volunteer experience.

As a CSI Volunteer, based on mutual consideration and by signing this Letter below, you:

1. Acknowledge and support our goals and objectives detailed in Policy 1.0 of the CSI Board of Directors Governing Policies Manual (attached) and all updates to that Manual, available online or from CSI personnel.
2. Agree to comply with our policies and codes of conduct (attached) in the CSI Volunteer Operations Guide, and all updates to that Guide, available online or from CSI personnel.
3. Acknowledge that CSI and/or the CSI Foundation will not pay you, not give you any employment benefits and not insure you or your property during your time as a Volunteer.
4. Understand that you or we may end your Volunteer status at any time.
5. Agree to avoid action that conflicts with CSI or may hurt CSI, its brand, or reputation.
6. Agree to participate in Volunteer training that we require.
7. Agree not to speak or issue statements on behalf of CSI without prior express written permission from the association CEO or COO.
8. Agree not to lend or authorize the use of the association's name or intellectual property to an activity, program, or service, or to oppose any such activity, program or service sponsored by the association, without prior express written permission from the association CEO or COO.
9. Agree to return our property to us when you finish using it and when you stop being a Volunteer.
10. Acknowledge that you may not commit association resources or funds to any purpose without express written consent of the association CEO or COO.
11. Treat as confidential all information that we give to you or that you learn about us as a Volunteer. You will not give that confidential information to anyone without our express permission and will return that confidential information to us when we ask or when you stop being a Volunteer.
12. Acknowledge that we own everything that you create for us as a Volunteer, including all intellectual property rights in any content or creations, and you hereby assign all rights to such content or creations to CSI without compensation in consideration of the opportunities you may have as a Volunteer. This does not apply to things that can show you gathered before and independently of being a Volunteer.
13. Agree to allow us and our agents to record and to use in any media, without reservation or compensation, your name, face, likeness, voice, or appearance as a Volunteer.
14. Agree to the time commitments asked for this opportunity to tell us when you are unable to comply with this Letter or want to stop being a Volunteer.

Thank you again for your service to the association, and for lending your talent to furthering our profession.

Volunteer Signature: \_\_\_\_\_

Volunteer Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Purpose: \_\_\_\_\_



**CSI**  
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## Attachment A: CSI Goals



Governing Policies of the CSI Board of Directors

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### Policy 1.0 Ends/Priority Results

Date of adoption / Last revision: October 12, 2019

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Ends

#### 1.0. Broadest Ends Statement:

**CSI exists so that:**

**AEC professionals enjoy an environment conducive to realizing their full professional potential -**

*(with results optimizing return on available resources)*

PRIORITY RESULTS (not reflecting any order of priority)

- 1.1 (Knowledge) Members have state-of-the-art building information and project delivery knowledge.**
  - A. Members value CSI as an essential professional development and learning resource throughout their careers.
- 1.2 (Resources) The construction industry recognizes CSI as a leading resource for the built environment.**
  - A. CSI standards and formats are integrated into emerging project delivery practice tools.
  - B. Aspiring and active professionals join/participate in CSI to foster their knowledge and career advancement in the AEC industry.
- 1.3 (Credentials) CSI's credentials are recognized as "gold standards" of competence.**
- 1.4 (Professional Community) Members engage in a robust, diverse, and inclusive community of AEC professionals and related organizations.**
  - A. Members actively engage in knowledge sharing and networking at the national, regional, and local levels.
  - B. Members have a platform to share expertise, find collaborators, and access a wide base of knowledge.
  - C. CSI Regions and Chapters have resources and support to leverage membership value.
- 1.5 (Workforce) There is growth in the pool of qualified construction information and specifications professionals.**
  - A. There is growth in college and university utilization of CSI resources and learning materials.
- 1.6 (Member Value) Members receive exclusive benefits and value for their CSI investment.**

## Attachment B: Code of Conduct



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### **Policy 1.4 Committee and Volunteer Code of Conduct**

Last revision: August 22, 2018

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CSI expects of itself and its committee members and volunteers ethical, professional and lawful conduct, including proper use of authority and appropriate decorum when acting as volunteers. Accordingly:

1. **Conflict of Interest Avoidance:** Committee members and CSI volunteers must avoid any conflict of interest with respect to their fiduciary responsibility.
  - A. There must be no self-dealing or any conduct of private business or personal services between any committee member or volunteer and the Institute except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
  - B. When the committee member or volunteer has an actual or potential conflict of interest, that member shall disclose the conflict to the Committee Chair or staff liaison and recuse herself or himself without comment from not only the vote, but also from the deliberation.
    - i. A conflicting interest exists when a Committee members or CSI volunteer and a related party have a beneficial financial interest in the transaction of sufficient significance that it would reasonably be expected to exert an influence on another's judgment if he or she were called upon to vote on the matter. Related parties include the committee member's or volunteer's spouse, significant other, parents, children, siblings, siblings of the parent or spouse, and all other persons or entities in which the committee member or volunteer has an interest, partner, agent, or employee, or exerts control or influence, either directly or indirectly.
    - ii. Committee members or CSI volunteers will annually sign a written statement affirming they have received, reviewed and understand this *Conflict of Interest* policy, and disclosing their involvements and interests that could give rise to a conflict of interest including, but not limited to their involvement or those of family members, as directors or officers of other organizations with vendors or other affiliations with other entities that might reasonably be perceived as a conflict. Committee members or CSI volunteers will promptly update their disclosures if, during the year, a material change in circumstances should occur.
    - iii. Committee members or CSI volunteers must not exert undue influence to obtain staff employment for themselves, family members or other individuals. Should a committee member or volunteer apply for staff employment, he or she must first resign from any volunteer responsibilities.
2. **Lack of Authority as Individuals:** Committee members or volunteers must not attempt to exercise individual authority over the organization.
  - A. Committee member or volunteer interactions with the CEO or with staff must recognize the lack of authority vested in individuals except when explicitly stipulated by the Board or the CEO.
  - B. Committee member or volunteer interaction with the media, public or other entities must recognize that they are not to speak for the association, except to repeat explicitly stated association decisions.
  - C. Committee members or volunteers will not publicly express individual judgments of the performance of the CEO or of other employees.