

EXECUTIVE BOARD PARTICIPATION

Executive Board Members are bound to fulfill:

- Duty of Care
 - Active participation
 - Responsible inquiry
- Duty of Loyalty
 - Promote the public purpose
 - Avoid conflicts of interest
- Duty of Obedience
 - Follow governing documents
 - Comply with federal and state laws
- GPHA Executive Board Members must be current active GPHA members and attend all Board Meetings, both in person and by conference call of the Association. Missing more than two consecutive meetings or more than 25% of the total board meetings in a program year is considered a serious breach of a Board member's legal and fiduciary responsibility. Board members who cannot attend a meeting are expected to notify the President or Executive Director (e-mail is acceptable) at least two (2) days in advance of the meeting.
- If a board member cannot attend a face-to-face meeting, participation by conference call is acceptable if such facilities are available. A Board member may appoint a proxy to represent him/her and vote during a meeting and notify the Executive Director (e-mail is acceptable).
- There may be exceptions to this policy under unusual circumstances, which will be evaluated by the Executive Committee.
- Non-performance of the GPHA Executive Board Duties, including lack of meeting attendance, can be a reason to ask a board member to resign. This should be done only after a series of steps have been taken by the President and Executive Committee to remediate the situation. In instance where a Board member resigns or is removed, the Board may appoint a replacement to complete the term, as specified in the GPHA Bylaws.
- GPHA Executive Board Members are encouraged to make an annual, personal financial contribution that reflects their commitment and desire for the success of the Association in meeting its mission. In addition, Board Members are encouraged to assist in resource

development on behalf of GPHA by making requests and identifying pathways to potential funding prospects.

- This policy shall be reviewed and updated, at least annually, by the GPHA Executive Board.
- Sign and return the GPHA Conflict of Interest Policy annually during my term.

CONFLICT OF INTEREST POLICY

The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of Georgia Public Health Association (GPHA) board members, officers, and staff from interfering with the performance of their duties to GPHA, and to ensure that there is no personal, professional, or political gain at the expense of GPHA. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto. A conflict of interest may exist when the interests or potential interests of any Executive Board member, officer, or staff member, or that person's close relative, or any individual, group, or organization to which the person associated with GPHA has allegiance, may be seen as competing with the interests of GPHA, or may impair such person's independence or loyalty to GPHA. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, officer, or staff member in a manner that is adverse to the interests of GPHA.

Use of Information

Executive Board members, officers, and staff shall not use information received from participation in GPHA affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of GPHA.

Disclosure and Recusal

Whenever any Executive Board member has a conflict of interest or a perceived conflict of interest with GPHA, he or she shall notify the board chair of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with GPHA, he or she shall notify the President of such conflict in writing. When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board, or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter.

However, that person shall provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

Dissemination

A copy of this conflict-of-interest policy shall be furnished to each director, officer, and staff member who is presently serving this organization or who may become associated with it.

Certification

The policy and its application shall be reviewed annually for the information and guidance of Executive Board members, officers, and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

Each Executive Board member will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter. As administered by the employee in charge of human resources, each senior staff member will be asked to complete such a certification upon his or her employment and on an annual basis thereafter. All certifications shall be reviewed by the board as appropriate.

CONFLICT CERTIFICATION FOR GEORGIA PUBLIC HEALTH ASSOCIATION

Executive Board and Senior Staff

I have read and agree to abide by GPHA's Conflict-of-Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached paper.

Signature

Date

Name (Please print)

GPHA Position

[] By checking this box, I am providing my electronic signature. (Please enter name and date on signature and date lines above).

EXECUTIVE BOARD MEMBER JOB DESCRIPTION

Subject to all applicable law, the Articles of Incorporation, and these Bylaws, the management of the affairs and business of GPHA shall be vested in the Executive Board, which shall have and may exercise all the powers that may be exercised or performed by the Association, except as otherwise provided by these Bylaws, the Articles, applicable law or any such agreement.

The Executive Board shall consist of the Officers of the Association, the immediate Past-President, the Chairperson of each Section, and the SGPHA representative to the GPHA Executive Board.

The Association officers shall serve in the same capacity within the Executive Board.

The Executive Board shall meet on call of the President or any five members and will meet at least four times per year.

A quorum of the Executive Board consists of a majority provided the President, Vice-President or Secretary is in attendance.

Duties of the Executive Board shall include the following:

- a) Act for and manage the affairs of the Association between meetings.
- b) Establish and monitor the Association budget and designate depository.
- c) Establish and maintain policy guidelines.
- d) Endorse nominees for honorary membership.
- e) Receive requests and consider Section establishment or change.
- f) Select and approve locations and dates for meetings.
- g) Consider and make recommendations on all Association Resolutions and Bylaws Amendments.
- h) Enforce Bylaws
- i) Approve publications sponsored by the Association and materials distributed at any meeting.
- j) Report all actions through minutes.
- k) Serve as the Program Committee, with Vice-President serving as chairperson.
- l) Approve employment and remuneration.
- m) Establish dues.
- n) Set annual meeting registration fees.
- o) Serve actively on at least one Committee.
- p) Recruit and orient board members and assess the Board's performance.
- q) Vote to fill officer vacancies per Bylaws.

EXECUTIVE COMMITTEE MEMBER JOB DESCRIPTION

The President, President-Elect, Vice-President, Secretary, and Treasurer shall constitute an Executive Committee and shall act for and manage the affairs of the Executive Board between Executive Board meetings.

Duties of the Executive Committee shall include the following:

- 1) Meet at least bimonthly (may be made by conference calls) with the Executive Director for the purpose of communication, supervision, monitoring, and evaluation.
- 2) The Executive Director's annual performance evaluation shall be completed by the President following input from the Executive Committee.
- 3) The Executive Director shall be hired and removed by a majority vote of the Executive Committee.
- 4) The Executive Committee shall have all the powers of the Executive Board to transact business between Executive board meetings. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Executive Board.
- 5) Provide staff oversight of any personnel or contract services and other immediate details.
- 6) Approve all grant applications.
- 7) Must be a current active GPHA member.
- 8) Approve selected members recommended by the President or Executive Director to participate as non-voting members of the Executive Committee meetings and Executive Board meetings.

PRESIDENT

The President is the Chief Executive Officer of the Association and the official spokesman for the Organization.

The President shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA and carry out responsibilities outlined in the Executive Committee member job description.
3. Must be a current active GPHA member, for a period of three years prior to election.
4. Serve as the presiding officer of the Association, Executive Board, and Executive Committee.
5. Be an ex-officio member of all committees.
6. Serve as Chairperson of the planning retreat.

Duties:

The duties of the President shall be those usually implied by the office, although the President may delegate tasks as he/she sees fit to the Executive Director.

The President's responsibility is to:

1. Give direction, provide leadership, and facilitate the functioning of the Association.
2. Appoint chairpersons of standing committees with the approval of the Executive Board of Directors including: Awards Committee, Bylaws Committee, Career Development Committee, Marketing and Publicity Committee, Membership Committee, Memorials Committee, and Strategic Planning Committee. Committee rosters shall be completed by one month following the close of the Annual Meeting or during the Annual board Retreat.
3. Appoint special committees as deemed necessary to carry on the work of the Association.
4. Appoint a parliamentarian for his/her term of office.
5. Oversee corporate sponsorship.
6. Mentor the President-Elect, inclusive of involvement in committee functions.
7. Conduct Correspondence for the Association, in accordance with Association Policy.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

PRESIDENT-ELECT

The President-Elect shall serve in a “trainee” position assisting the President, and becoming familiar with the duties of the office of the President.

The President-Elect shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA and carry out responsibilities outlined in the Executive Committee member job description.
3. Must be a current active GPHA member, for a period of three years prior to election.
4. Serve as Chairperson of the Nominating Committee.
5. In absence, vacancy or inability of the President, assume the responsibilities or office of the President.
6. Perform those duties as are delegated by the President and Board of Directors.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

VICE-PRESIDENT

Each Vice-President shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA and carry out responsibilities outlined in the Executive Committee member job description.
3. Must be a current active GPHA member, for a period of three years prior to election.
4. In absence, vacancy or inability of the President-Elect, assume the responsibilities or office of the President-Elect.
5. Serve as the Annual Meeting and Conference Program Committee chairperson.
6. Shall perform duties as may be delegated by the Board of Directors or the President.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

TREASURER

The Georgia Public Health Association, Inc. vests its financial records in the office of Treasurer, who is duly elected by the membership during GPHA's Annual Meeting. It is the responsibility of the Treasurer to work with the Executive Director or President's designee, Executive Committee and the entire Executive Board to assure that the finances of GPHA are secure, well-documented, and that all bills and encumbrances are paid efficiently.

The Treasurer shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA and carry out responsibilities outlined in the Executive Committee member job description.
3. Must be a current active member of GPHA, for a period of three years prior to election.
4. Chair the Finance Committee.
5. Oversee the collection of collection of dues and other revenue and make disbursements authorized by the Executive Board.
6. Keep full and accurate accounts of all receipts and disbursements. Manage all accounts including those related to outside contracts and grants.
7. Maintain financial records for GPHA and submit for audit (monthly and annual) as required.
8. Present a financial report to the Executive Board quarterly.
9. Assume responsibility for filing all required reports, including IRS Form 990.
10. Responsibility for monitoring bids and contracts and for the retention of the original bids in accordance with the records retention policy.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

SECRETARY

The Secretary is a duly elected officer of GPHA and shall perform the usual duties with the Office of Secretary.

The Secretary shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA and carry out responsibilities outlined in the Executive Committee member job description.
3. Receive and keep a current record of all Section officers and Committee chairpersons.
4. Take minutes of Executive Board meetings and other meetings as required.
5. Maintain a permanent file of GPHA minutes.
6. Maintain a file of correspondence deemed necessary for the proper conduct of GPHA.
7. Must be a current active member of GPHA, for a period of three years prior to election.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

REPRESENTATIVE AT LARGE

Each Board Representative shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA.
3. Must be a current active GPHA member, for a period of three years prior to election.
4. Serve on committees representing the Board of Directors, on request.
5. Co-Chair the Policy and Advocacy Committee.
6. Perform duties as directed by the President.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

REPRESENTATIVES TO APHA AND SHA

The Representatives to APHA and SHA shall be elected at each annual meeting. Each Representative shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Serve as an officer of GPHA.
3. Must be a current active GPHA member.
4. Be a member of APHA or SHA and attend meetings of APHA or SHA.
 - a) At APHA, the Representative shall attend the Annual Meeting of the Committee on Affiliates whose role is determined by the APHA Constitution (Art.4, Sec. 1 (c) and Bylaws (Art. XVI, Sec. 2.) This meeting is usually held one day prior to the APHA Annual Meeting.
 - b) Attend the Governing Council meetings of the respective group.
5. Obtain from the GPHA Board of Directors comments, suggestions, and proposals regarding current issues that are anticipated to be considered at the meetings of APHA or SHA.
6. Take instruction from the Executive Committee and Executive Board regarding resolutions and policy statements of APHA and SHA and the establishment of positions for GPHA.
7. Regularly report pertinent issues and activities of APHA or SHA to the GPHA Board of Directors and prepare written reports to be submitted to the GPHA web site.

Term of office: From adjournment at the annual meeting for one (1) year or until a successor is elected. APHA and SHA recommend that the representative be elected to at least a three year term. No elected officer may serve in the same elected capacity for more than three terms.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Must be a current active GPHA member.
3. Serve as a consultant to the President during his/her term of office.
4. Chair the Past President's Council.
5. Perform duties as directed by the President.

Term of office: Serve for one year, beginning immediately after his/her term as President.

SECTION CHAIRPERSON

The Association shall consist of Sections namely: Academic, Administration, Behavior Health, Emergency Medical Services and Emergency Preparedness, Environmental Health, Epidemiology, Governance, Health Education and Promotion, Health Information and Information Technology, Laboratory, Maternal and Child Health, Medical-Dental, Nursing, Nutrition, Office Personnel, and Primary Health Care. Each Section shall elect a Chairperson, Vice Chairperson, and Secretary. After elections, the Chairperson shall immediately transmit the names to the Association's Secretary.

Each Section Chairperson shall:

1. Carry out responsibilities outlined in the Executive Board member job description.
2. Be a current active GPHA member.
3. Carry out the responsibilities outlined in the Section bylaws.
 - A. Serve and attend all meetings as a member of the Executive Board of the Association. If unable to attend, appoint a Section Member to attend (e.g. Vice-Chairperson, Secretary)
 - B. Serve as a member of the Association Nominating committee if requested by the Association President.
 - C. Serve Section interest as a member of the Association Annual Meeting Program committee.
 - D. Ensure that Section Secretary or appoint another person to serve on the Membership committee.
 - E. Prepare the Section annual budget for the Association Executive Board approval. Budget shall include postage, travel expenses to and from the Association

Executive Board meetings, annual Section meeting expenses and other anticipated expenses.

- F. Prepare articles on Section interests and activities and submit by deadline for posting on the Association website or newsletter.
 - G. Preside over Section meetings and perform other usual duties concerned with this office.
 - H. Keep Section officers informed of Executive Board meetings.
 - I. Ensure the Section files are maintained (e.g. minutes, historical data, bylaws, rules).
 - J. Ensure that acceptable program is arranged for Section Annual Meeting and other functions. If Continuing Education Units are requested, the program must meet all requirements for Association CEU designation.
 - K. Transmit to the Secretary of the Association immediately following the Section Annual Meeting the names, positions, addresses, e-mails, and telephone numbers of the Officers for the ensuing year.
 - L. Appoint authorized standing committees and necessary special committees and be an ex-officio member of all committees.
 - M. Assume overall responsibility for the Section, its programs, and proceedings.
 - N. Appoint a member to fill unexpired term in the event of vacancy in the office of Vice-Chairperson or Secretary.
 - O. Assume other duties and responsibilities as defined and assigned by the Executive Board or President.
- 4. Report to the Section Membership the business of the Association. This includes any changes in the management of the Association, changes to the By-Laws, future plans for Annual Meetings, the program content, etc.
 - 5. Act on requests for putting before the Board any business and concerns from the Section for discussion, consideration, and voting. Report back to the Sections any discussion, decision, or resolutions in regard to any business requested by the Section. A general report of the Board Meeting should be reported to the Section.

Term of office: As stated in the Section Bylaws or until a successor is elected.

ROLES & RESPONSIBILITIES		
Executive Board	Executive Committee	Executive Services Provider
Approves policy	Recommends policies, implementation processes, programs and initiatives Executes approved policies, programs, and initiatives Involved more in the day-to-day operations	Works with committees to develop policies, processes, programs and initiatives Carries out day-to-day operations
Approves contracts	Solicits, recommends, and monitors independent contractors	Serves as liaison for/between Executive Committee, contractors and members
Oversees organization	Keeps the board informed of what the organization is doing	Keeps Executive Committee informed and attends board meetings and executive committee meetings
Develops strategic plan	Manages strategic plan	Participates in strategic planning process, monitors and provides implementation feedback
Adopts revenue development plan	Facilitates creation and implementation of revenue development plan	Participates in development, monitors and provides feedback on progress of revenue development plan
Evaluates mission fidelity and effectiveness	Assures periodic organizational assessments and quality improvement measures are conducted	Facilitates assessments, collects data, compiles reports, provides feedback to Executive Committee



GPHA Annual Reviews & Acknowledgments

Acknowledgment of Receipt

As a member of the Executive Board, a Committee Chair or a Staff member (including independent contractors), I acknowledge that I have (check all that apply)

received and read a copy of the ***Code of Conduct***

received and read a copy of the ***Conflict of Interest***

received and read a copy of the ***Whistle Blower Policy***

received and read a copy of the ***GPHA Bylaws, approved 4/14/2015***

received and will reference ***GPHA Policy & Procedure Manual, approved 1/23/2013***

And, I further recognize that I am responsible for compliance by my signature.

Signature

Date

Name (Please print)

GPHA Position

By checking this box, I am providing my electronic signature.



GPHA Code of Conduct

Introduction

Members of the Board of Directors, other volunteers and staff carry certain duties and responsibilities for the well being of the Georgia Public Health Association ("GPHA"). This Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.

Duties and Responsibilities

Members of the Board of Directors, other volunteers and staff agree:

- To faithfully abide by the articles of incorporation, bylaws and policies of the organization;
- To act in the best interests of, and fulfill their obligations to, GPHA and its members;
- To act honestly, fairly, ethically and with integrity;
- To conduct themselves in a professional, courteous and respectful manner;
- To comply with all applicable laws, rules and regulations;
- To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- To act in a manner to enhance and maintain the reputation of GPHA;
- To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter, in which the Director has or may have a conflict of interest;
- To make available to and share with Directors any information that may be appropriate to ensure proper conduct and sound operation of GPHA's governance and management;
- To respect the confidentiality of information relating to the affairs of GPHA acquired in the course of service, except when authorized or legally required to disclose such information;
- To not use information acquired in the course of service for personal advantage;

- To not violate any federal, state or local laws governing the organization and to understand and adhere with all governing documents applicable to GPHA;
- To ensure the right of all members to access benefits and services without discrimination on the basis of the GPHA's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Violations

Violations of the Code of Conduct may result in disciplinary action in accordance with the governing documents. Discipline may include removal of a Board member from office or termination of a staff member.

Acknowledgement of Receipt

I acknowledge that I have received and read a copy of the Code of Conduct and that I am responsible for compliance.

Signature

Date

Name (Please print)

GPHA Position

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GEORGIA PUBLIC HEALTH ASSOCIATION

CONFLICT OF INTEREST POLICY

The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of Georgia Public Health Association (GPHA) board members, officers, and staff from interfering with the performance of their duties to GPHA, and to ensure that there is no personal, professional, or political gain at the expense of GPHA. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

A conflict of interest may exist when the interests or potential interests of any Executive Board member, officer, or staff member, or that person's close relative, or any individual, group, or organization to which the person associated with GPHA has allegiance, may be seen as competing with the interests of GPHA, or may impair such person's independence or loyalty to GPHA. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, officer, or staff member in a manner that is adverse to the interests of GPHA.

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Disclosure and Recusal

Whenever any Executive Board member has a conflict of interest or a perceived conflict of interest with GPHA, he or she shall notify the board chair of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with GPHA, he or she shall notify the President of such conflict in writing. When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board, or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. However, that person shall provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

Dissemination

A copy of this conflict-of-interest policy shall be furnished to each director, officer, and staff member who is presently serving this organization or who may become associated with it.

Certification

The policy and its application shall be reviewed annually for the information and guidance of Executive Board members, officers, and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

Each Executive Board member will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter. As administered by the employee in charge of human resources, each senior staff member will be asked to complete such a certification upon his or her employment and on an annual basis thereafter. All certifications shall be reviewed by the board as appropriate.

CONFLICT CERTIFICATION FOR GEORGIA PUBLIC HEALTH ASSOCIATION**Executive Board and Senior Staff**

I have read and agree to abide by GPHA's Conflict-of-Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached paper.

Signature

Date

Name (Please print)

GPHA Position

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GPHA Whistleblower Policy

Purpose

Georgia Public Health Association (“GPHA”) is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and GPHA’s commitment to open communication, this policy provides an avenue for Directors, other volunteers and staff to raise concerns.

The Whistleblower Policy is intended to offer protections if a Director, other volunteer or staff member raises concerns, including but not limited to:

- incorrect financial reporting;
- unlawful activity;
- activities that are not in line with GPHA policy or Code of Conduct; or
- any other activities that constitute serious improper conduct.

Reporting Responsibility

It is the responsibility of all Directors, volunteers and staff members to comply with the Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

Retaliation

No Director, volunteer or staff member who in good faith reports a concern shall be subject to harassment, retaliation or in the case of an staff, adverse employment consequences. Moreover, a volunteer or staff member who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns within the organization prior to seeking resolution outside of the organization.

Reporting Concerns

Staff

Staff members are encouraged to share their questions, concerns, suggestions or complaints with the Executive Director. If, after speaking with the Executive Director, the staff member continues to have reasonable grounds to believe the concern is valid, the staff member should report the concern to the Vice President of the Board of Directors. In addition, if the staff member is uncomfortable speaking with the Executive Director, or the Executive Director is the subject of the concern, the staff member should report his or her concern directly to the Vice President.

The Executive Director is required to report concerns to the Vice President of the Board of Directors, who has specific responsibility to notify all reported violations to the Executive

Committee. If the Executive Director, for any reason, does not promptly forward the concern to the Vice President, the reporting staff member should directly report the concern to the Vice President.

Directors and Other Volunteers

Directors and other volunteers should submit concerns in writing directly to the Vice President of the Board of Directors. If the Vice President is involved or is believed to be involved in the matter being reported, the reporting individual shall instead express their concern to another member of the Executive Committee.

Handling of Reported Violations

The Vice President shall immediately notify the Executive Director and the members of the Executive Committee of reported concerns. The Vice President will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

The Executive Committee is responsible for promptly investigating and resolving all reported concerns. All reports shall be promptly investigated within a reasonable period of time, and appropriate corrective action shall be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the reporting individual for complete closure of the concern.

The Executive Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Conduct. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of concerns may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Signature

Date

Name (Please print)

[] By checking this box, I am providing my electronic signature. (Please enter name and date on signature and date lines above).



Bylaws of the Georgia Public Health Association, Inc.

As a member of the Executive Board of the Georgia Public Health Association, I hereby certify that I have received and read a copy of the current GPHA Bylaws, as approved by GPHA membership April 14, 2015.

First and last name

Signature

Date

[] By checking this box, I am providing my electronic signature. (Please enter name and date on signature and date lines above).



Policies & Procedures of the Georgia Public Health Association, Inc.

As a member of the Executive Board of the Georgia Public Health Association, I hereby certify that I have received a copy of the current Policy and Procedures Manual.

First and last name

Signature

Date

[☐] By checking this box, I am providing my electronic signature. (Please enter name and date on signature and date lines above).