



INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT
Attn: Nominating Committee
11900 Parklawn Drive | Suite 450 | Rockville, MD 20852
PHONE: 301-984-8969 | FAX: 301-984-1516 | E-mail: info@ihmm.org

COMMITMENT TO SERVE

I, _____, understand that significant time will be required to serve as a member of the IHMM Board of Directors, acknowledge that I have read and understand the information below regarding serving on the IHMM Board of Directors, and agree that I will fulfill my assigned responsibilities to the best of my abilities and within the specified timelines. I further understand and agree to comply with all confidentiality and conflict-of-interest requirements of IHMM, and will uphold and abide by the Volunteer Code of Conduct as well as my certification's Code of Ethics.

Signature

Date

Board Duties and Responsibilities

The Board shall be responsible for the governance of IHMM, including establishing overall direction of IHMM, appointment of the Executive Director, policy-making, and financial management.

- In executing its responsibility to govern IHMM, the Board shall, individually and collectively, act in good faith in all matters to assure the ongoing administration of credible credentialing programs.
- The Board has ultimate authority and responsibility for all policies related to granting, maintaining, suspending, withdrawing, and changing the scope of certification.
- Directors shall understand and accept their fiduciary responsibility to IHMM, the Board of Directors itself, certificants and the consumer public. In accepting their responsibility in governing a credentialing organization, Directors shall understand that their fiduciary responsibility extends beyond protecting the assets entrusted to them. Fiduciary responsibility includes safeguarding the public's trust through the administration of a credible credential, by protecting the intellectual property and reputation of the organization, and in exercising due diligence to uphold the integrity of the certification program. This understanding is reflected in each member's performing his or her duties in a manner that is trustworthy, reflective of good stewardship, and respectful of the organization in prosecuting its mission.
- Each member of the Board shall execute his or her responsibility in conformance with these Bylaws, established IHMM policies and procedures, the Code of Ethics, and the Volunteer Code of Conduct.

Board Meetings

- The Annual Meeting of the Board is held during the fourth quarter or each year, usually in December.
- Additional meetings are usually held during the third month of each quarter, or as requested by the Chair or a majority of the Directors.
- Meetings are usually held near BWI Marshall Airport in Baltimore, MD, to help facilitate travel for Board members.
- Meetings are usually scheduled on a Friday from 8:30 a.m. to 3 p.m.

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Conflict of Interest

- No Board member shall use his or her position, or the knowledge gained there from, in such a manner that is a conflict of interest between the interests of the organization and his or her personal interests.
- Each board member shall place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy. Board members must agree to uphold the policy on Conflict-of-Interest as a condition of service.

Fiduciary Responsibility

- Each board member shall conduct his or her duties in a manner that is trustworthy and reflective of good stewardship.
- Directors must understand and accept their fiduciary responsibility to act in good faith on behalf of IHMM.
- Members of the Board shall abide by the policies and procedures of IHMM as a condition of service.
- The needs of the certification functions of IHMM shall be given priority in the Institute's budgeting process, and ancillary projects or support positions shall not be funded if doing so would leave insufficient resources to cover the core certification functions.

Confidentiality

- Members of the Board and all volunteers and staff associated with the IHMM certification program shall keep confidential all information obtained in the process of prosecuting the purposes of IHMM.
- Confidential information extends to information obtained about applicants, candidates and certificants, and the intellectual property of IHMM.
- All individuals associated with the certification program shall sign a Non-Disclosure Agreement as a condition of service and employment in the organization.

