

NDIA Volunteer Commitment Form

I accept the responsibility as an NDIA (Chair, Vice Chair, Sub-Committee Member) and shall be responsible to NDIA and my industry colleagues in the following ways:

I commit to fulfilling the responsibilities of my position on the _____ to the best of my abilities.

I commit to the goals and purpose of our Division.

I commit to cooperating and willingly putting forth the effort to establish and maintain good working relationships with other Division members and NDIA team members.

I commit to maintain a professional demeanor while serving in my position and engaging in this assignment with a positive, constructive attitude.

I understand if I do not attend the required number of division meetings, without communicating with the Division liaison, I will automatically be removed from the committee. (25% Chairs / Vice Chairs, 50% Sub-Committee Members)

As an NDIA volunteer, you agree to remain subscribed to NDIA-related email communications. These messages include essential updates, guidance, and opportunities tied to your volunteer role. Opting out may limit your ability to effectively support NDIA's mission and activities.

_____ (Initial) I agree to abide by **NDIA's Division Member List Privacy Policy** and understand that the purpose of the policy is to ensure NDIA Division members are not unduly solicited; and that NDIA is not misrepresented by any form of advertisement or endorsement. I understand that NDIA does not make available for rental our members' telephone or email information outside of direct Division business.

_____ (Initial) I agree to abide by **NDIA's Conflict of Interest Policy** to operate most effectively and ethically. It is important that the decisions made by the Division are not influenced by the special interests of individual members. To this end, the Division will work to identify actual or potential conflicts of interest that have the potential to affect NDIA activities.

_____ (Initial) I agree to abide by **NDIA's Confidentiality Agreement Policy** -- I agree to treat as confidential all information I learn during the performance of my duties as a _____ volunteer, and I understand that it would be a violation of policy to disclose such information to anyone without checking first with the NDIA Division liaison. If you are approached for a media interview in which you will be representing NDIA in any way, please notify Rachel Sutherland, NDIA's Director of Communications, at rsutherland@NDIA.org. She can help amplify your message through NDIA's channels and provide any relevant background on official positions if needed.

I, _____ hereby acknowledge that as a volunteer of the

_____ I will serve NDIA in good faith and avoid even the appearance of using my position to advance any personal or business interests. I acknowledge my continuing obligation to report to the Division Chair and NDIA Division liaison, promptly and in writing, of any change in the nature or setting of my professional activities, or any possible conflict of interest which comes to my attention. A violation, as determined by the NDIA SVP, MDP, of any of the agreements above may result in an removal from the Division and the leadership role.

Date

April 2025