Policy Quick Reference Guide to BRR Volunteer Leadership

Refer to current BRR Bylaws and Policy Manual.

Volunteer Leadership Expectations

Before your term begins:

- Accept or decline each committee appointment by the stated deadline. Follow the instructions in your appointment notice.
- Complete required BRR leadership training by the stated deadline. Participate regularly in professional and leadership development activities.

During your term:

- Demonstrate leadership, communication skills, and proficient technology/social media use.
- Review materials before meetings and participate fully.
- Two consecutive unexcused absences may lead to removal under applicable policy.
- Resign or be removed for violations of fiduciary duties, conflict of interest, or harassment policies.
- Chairs/Vice Chairs: Work with staff to set measurable goals, advance committee work, and ensure smooth transitions.
- Understand how committee/board purpose supports BRR Strategic Plan and Core Standards.
- Prepare for engaging meetings and encourage meaningful discussion.
- Follow BRR policies, procedures, and understand the annual budget process.
- Support identification of future leaders.

Communications – Quick Reference

- **Stay Connected:** Keep your email and phone number current. When sharing a volunteer title on social media, include your service year(s) and the required personal view disclaimer.
- **Update Contact Info:** Notify BRR staff of changes to your contact information, title, or organization during your service.
- **Engage :** Participate in leadership surveys and discussions to provide feedback on BRR business.
- **Stay Informed:** Subscribe to newsletters and publications.
- **Communicate Responsibly:** Avoid public statements that could harm BRR's reputation; support BRR policies and mission.

Attendance Policy – Quick Reference

- **Expectation:** Members should attend meetings consistently. Missing two consecutive meetings without a valid excuse may trigger follow-up.
- **Follow-Up:** The committee chair or vice chair will reach out via phone or email to discuss a member's ability to continue serving. If the chair or vice chair is the one absent, the President or President-Elect will reach out.
- **Removal from Roster:** Members unable to commit may be removed. They may still attend meetings and take part in discussions, but may not vote.

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Social Media Policy – Quick Reference

- **Be Professional & Respectful:** Avoid offensive language, harassment, threats, or personal attacks. Engage respectfully and focus on ideas, not individuals.
- **Share Relevant & Accurate Content:** On BRR channels, share relevant association content. No listings, self promotion, or solicitations except as permitted by policy. Check accuracy before posting.
- **Confidentiality:** Never share sensitive, financial, or proprietary BRR information online.
- Volunteer Leaders & Staff: The President and CEO are designated spokespersons. Include the required disclaimer when posting personal views. Do not create social media accounts for volunteer related purposes.
- **Policy Enforcement:** BRR may remove or require correction of posts, block repeat offenders, and take disciplinary action against volunteer leaders or staff for violations.

BRR Leadership Code of Conduct – Quick Reference

- **Follow the Rules:** Comply with BRR policies, Bylaws, Articles of Incorporation, and all applicable laws.
- **Act in Good Faith:** Conduct all BRR business with honesty, integrity, and professionalism.
- **Maintain Confidentiality:** Protect sensitive or proprietary information; confidentiality continues after your term.
- **Avoid Personal Gain & Conflicts:** Do not use BRR resources, relationships, or information for personal benefit; disclose and recuse from conflicts of interest.
- **Lead by Example:** Model professionalism, uphold BRR's mission, and follow the Social Media Policy and NAR Code of Ethics Article 10 as it relates to social media conduct.
- **Respect Subsidiary Governance:** Recognize that IMLS and the Community Foundation are governed by their own Boards and staff.
- **No Employee Solicitation:** Do not recruit BRR or subsidiary employees for outside opportunities.

Harassment Policy – Quick Reference

- **Professional Environment:** BRR prohibits all forms of harassment, including physical, verbal, written, pictorial, sexual, or other unwelcome behaviors, especially related to protected characteristics (race, sex, religion, disability, familial status, sexual orientation, gender identity, national origin, etc.).
    - *Why it matters: Everyone should feel safe and respected, allowing full focus on BRR activities.*

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- **Reporting:** Any member or staff who experiences or witnesses harassment must report it immediately to the President (or next highest-ranking Officer if the President is involved).
    - *Why it matters: Timely reporting ensures issues can be addressed before they escalate.*
- **Investigation:** Reports are investigated promptly and thoroughly. Results are kept as confidential as possible; the reporting person is informed of any action taken.
    - *Why it matters: Fair, thorough investigations protect both the accuser and the accused.*
- **Disciplinary Action:** Following investigation, a member may be reprimanded, placed on probation, suspended, or expelled. The current Policy Manual identifies investigation roles and substitutions when a leader is named.
    - *Why it matters: Clear consequences uphold BRR's standards and protect the Association's reputation.*
- **No Retaliation:** Members and staff who report or participate in investigations are protected from retaliation.
    - *Why it matters: Encourages open communication and ensures members feel safe reporting concerns.*
- **Reference:** See the current Policy Manual Harassment Policy and Article 6 of the Bylaws.

BRR Conflict of Interest – Quick Reference

- **Act in BRR's Best Interest:** Always prioritize the organization over personal gain.
- **Recognize Conflicts:** Applies to relationships with vendors, donors, competitors, family, or other organizations.
- **Disclose & Recuse:** Disclose conflicts to the CEO or appropriate Board officer under current policy. The conflicted person is excluded from discussion and approval.
- **Fair Transactions:** Conflicted transactions require disclosure, recusal, a competitive bid or comparable valuation, and approval under the current Policy Manual.
- No Personal Benefit: Do not use BRR resources or information for personal gain. Consult the current Policy Manual for gift limits, exceptions, and disclosure requirements.