

## Ethics Committee Charter

1. **Committee Purpose:** To ensure successful, efficient, and trustworthy AOC wide business and personnel practices, procedures, and processes.
2. **Duties:**
  - a. The Ethics Committee shall review all complaints, questions, and recommendations regarding actual or possible violations of the AOC Code of Ethics.
    - i. Complaints should be in writing and addressed to the Executive Director or President, who will forward copies to the Executive Committee Ethics Committee.
  - b. Hold all activities and reports in a strictly confidential manner.
  - c. Submit all Committee recommended actions to the AOC Board for action and approval.
  - d. Endeavor to identify and discuss with the Board of Directors opportunities for improved AOC practices/procedures/processes and good order and discipline matters.
  - e. Ensure the annual signing of the Code of Conduct by all Board members and staff.
3. **Chair:** Appointed by the President
4. **Members:** The Committee shall be composed of a Chairman and not less than one (1) other member at the discretion of the Chairman
5. **Staff Support:** Executive Director
  - a. Support all committee requests for information, documentation, and files.
  - b. Provide the committee with administrative support as may be necessary for the performance of the committee's functions.
6. **Required Financial Resources:** none
7. **Duration:** Ongoing
8. **Communication/Updates to BoD:** as required
9. **Participation by Non-Committee Members:** Upon approval of the EXCOM