



AFP GLOBAL ETHICS COMMITTEE JOB DESCRIPTION

The Ethics Committee's work is focused on helping AFP members apply the *Code of Ethical Standards* (the Code) to their everyday professional lives. The committee's work is divided into three areas.

1. Education. A primary purpose of the Ethics Committee is to assist in the education of the AFP membership about ethical values and the processes one needs to go through in order to apply these values to the practice of fundraising.
 - i. *Guidelines to the Standards* -- based upon member feedback, the committee revises the guidelines as necessary and provides clarification and guidance.
 - ii. *Interactive Workshops* -- the committee designs multiple interactive workshops on the ethical decision-making process that are held annually during the International Conference and for Chapters annually.
 - iii. *Ethics Education Guide* -- the *Education Program Guide for the AFP Code of Ethics* is a working kit provided to chapters to assist them in planning meetings around the ethical decision-making process.
 - iv. *Study Subcommittees* -- through subcommittees, the Ethics Committee addresses issues of specific concern; the information gathered assists the committee in its deliberations.
 - v. *AFP Position Papers* -- the Ethics Committee proposes subjects for position papers to facilitate the understanding of significant ethical issues.
2. Advice and Counsel. The majority of the Ethics Committee's work is responding to questions. The committee encourages members to submit questions, drafts of policies or plans for fundraising practices for which there could be a concern about compliance with the Code.
 - i. Submitting a Query -- questions or concerns about a possible violation of the Code should be sent to the office of the president and CEO of AFP and should include identification of the AFP member(s) or other individual(s) involved. The sealed envelope should be marked (*Confidential*) and sent to President and CEO, AFP, Suite 300, 4300 Wilson Blvd., Arlington, VA 22203-4168.

3. Enforcement. The Ethics Committee works in accordance with the board-approved *Procedures Related to the Enforcement of the Code of Ethical Standards*.
 - i. Filing a Complaint -- anyone may file a complaint against an AFP member or certified nonmember, or a nonmember with a CFRE credential not affiliated with another CFRE-partnership association, if there is a question about compliance with the Code. Complaint forms (obtained through the president and CEO's office) should be filled out completely, including a clear and thorough description of the alleged unethical misconduct, and signed by the complainant. The form should then be mailed in a sealed envelope, marked (*Confidential*), to the President and CEO, AFP, Suite 300, 4300 Wilson Blvd., Arlington, VA 22203-4168. *The complaint must be filed within three years of the alleged ethical misconduct.*
 - ii. Receiving Complaints -- The majority of complaints are initially accepted on an informal basis and presented to the committee without identification of either party. The Ethics Committee, on a very confidential basis and without identifying the complainant, works with the individual against whom the complaint has been made to resolve the matter in an effort to prevent the necessity of initiating the formal enforcement process. Should the matter not be resolved, the formal enforcement process may be implemented.
 - iii. Formal Enforcement Process -- when initiated, there are a number of steps taken to ensure confidentiality, although both parties are identified to each other. It is only during the last step--removal of membership (and recommendation to the CFRE Professional Certification Board for removal of certification, if applicable) that the person charged is publicly identified.