



Iowa Association of Student Financial Aid Administrators (IASFAA)

Executive Council Member Code of Conduct

IASFAA's Executive Council has adopted the following Code of Conduct to be reviewed and agreed upon by all council members going forward. Council members agree to adhere to this Code of Conduct by signing below after review:

I. Introduction

Non-profit organizations, like IASFAA, rely on trust. Members, donors, and volunteers support them because they believe in their mission and expect them to act ethically and responsibly. Our members are trusted to uphold standards of conduct while in office.

At their core, non-profits are made up of people. It's the responsibility of council members, leaders, and volunteers to uphold values like honesty, fairness, respect, and integrity. We must stay transparent and responsive to the needs and concerns of our members.

II. Code of Ethics

- a. IASFAA board members must act with honesty, integrity, and openness when representing the organization. IASFAA values a positive environment built on respect, fairness, and truth.
- b. IASFAA's mission is to support those involved in student financial aid—practitioners, users, and providers—while promoting responsible financial aid practices for individuals pursuing higher education.
- c. IASFAA is led by an executive council of 10 elected officials and committee chairs. The board ensures the organization stays on mission through strategic planning, clear policies, and responsible financial management.

The Executive Council will:

- i. Make sure all council members have the training and skills needed for their roles.
 - ii. Collect yearly Conflict of Interest forms to prevent personal gain from association business.
 - iii. Act in the best interests of the association and its members in all decisions.
 - iv. Promote fairness and include members from all types of institutions and diverse backgrounds.
 - v. Clearly write and officially adopt all association policies.
 - vi. Manage the association's finances responsibly and carefully.
- d. IASFAA will follow all laws and regulations that apply to non-profit organizations. IASFAA will responsibly manage funds using the following actions:

- i. Spending money wisely to support its mission.
- ii. Keeping administrative costs reasonable while still achieving its goals.
- iii. Maintaining enough funds to cover costs and save responsibly, without building an excessive reserve.
- iv. Providing proper training for financial officers like the Treasurer and Treasurer-Elect.
- v. Sharing accurate and timely financial reports with the executive council and members.

III. Active Council Participation

Executive Council members are expected to serve with honesty, fairness, and teamwork by following these steps:

Attend and Prepare for Meetings: Make attending meetings a priority. If you can't attend, notify the organizer and provide a report. Review materials, such as the consent agenda in advance to be ready for discussion.

Act Professionally and Respectfully: Represent IASFAA positively, respect others' views, avoid personal bias, and support council decisions—even if you disagree.

Follow Through on Responsibilities: Complete your tasks on time and ask questions if you're unsure about your role.

Seek Help When Needed: Reach out for support if you're struggling with your duties. Be open to stepping down temporarily or permanently if necessary.