ACCREDITATION COUNCIL HANDBOOK

1st Edition
August 2026

Contents

The Urban and Community Forestry Society Accreditation Program

About the Urban and Community Forestry Society

The Urban and Community Forestry Society (UCFS), has been a sound and steady presence since 1964, helping urban and community foresters build the competence, confidence, and camaraderie needed to grow urban forestry programs across the globe. UCFS is dedicated to supporting the people who make or support daily tree planting and care decisions and our organization is committed to education and professional development for urban and community foresters and advocacy for the urban forestry profession.

The members and supporters of this international community of urban forestry professionals:

- Grow healthy trees in the communities where people live, work, and recreate
- Understand that trees can save the world by building community and a sense of belonging
- Implement smart, innovative, practical ideas and solutions to improve their community's trees and forests.

Overall, UCFS brings together the premier urban foresters who are the boots on the ground decisionmakers who decide who, what, where, when, and how trees are planted and cared for. The decisions and actions UCFS members take grow our global community's tree canopy and ensure we meet the ambitious goals to create more livable communities for all.

The Urban and Community Forestry Society (UCFS) Accreditation Program is a peer-reviewed framework of standards that formally recognizes urban and community forestry programs that are actively implementing best practices in urban forestry management.

About UCFS Accreditation

The UCFS Accreditation standards drive urban and community forestry programs to achieve higher standards of practice. This Accreditation program incorporates industry standards that are critical to growing, expanding, managing and providing long-term care for sustainable and resilient urban and community trees and forests.

UCFS's Accreditation standards have been developed to offer two levels of recognition – Steward and Champion – for urban forestry program advancement based on the following standards for best practices:

1. Urban Forestry Leadership
2. Urban Forest Governance and Planning
3. Urban Forest Management
4. Community Engagement

UCFS Accreditation is a voluntary process of organizational development that results in international recognition of an accredited program after evaluating an organization’s compliance with broadly accepted industry standards.

Purpose and Goals of UCFS Accreditation

The UCFS Accreditation program officially acknowledges municipalities that are dedicated to the growth, maintenance, and expansion of their urban forests. Accreditation provides an evaluation against industry standards and can be a catalyst for urban forestry stewardship, development of resources, and civic pride.

Accreditation strengthens the field's reputation by elevating its practices, promoting self-governance, advocating for its members, and providing avenues for continuing education and professional development. The public benefits from having an objective, independent source of information about the quality of urban forestry programs in their communities.

The primary goals of the UCFS Accreditation Program are to:

- Set standards of practice,
- Provide education in furtherance of its purpose,
- Assess urban and community forestry programs for quality assurance, and
- Recognize organizations that are professionally managing their urban trees and forests

The UCFS Accreditation Program focuses on the evaluation and education of organizations, using standards developed by leading professionals in urban and community forestry. Accreditation standards set forth criteria to assess compliance with current industry standards and provide guidance to improve practice. Compliance with standards is determined by peers who work in the field and serve as volunteer accreditation reviewers.

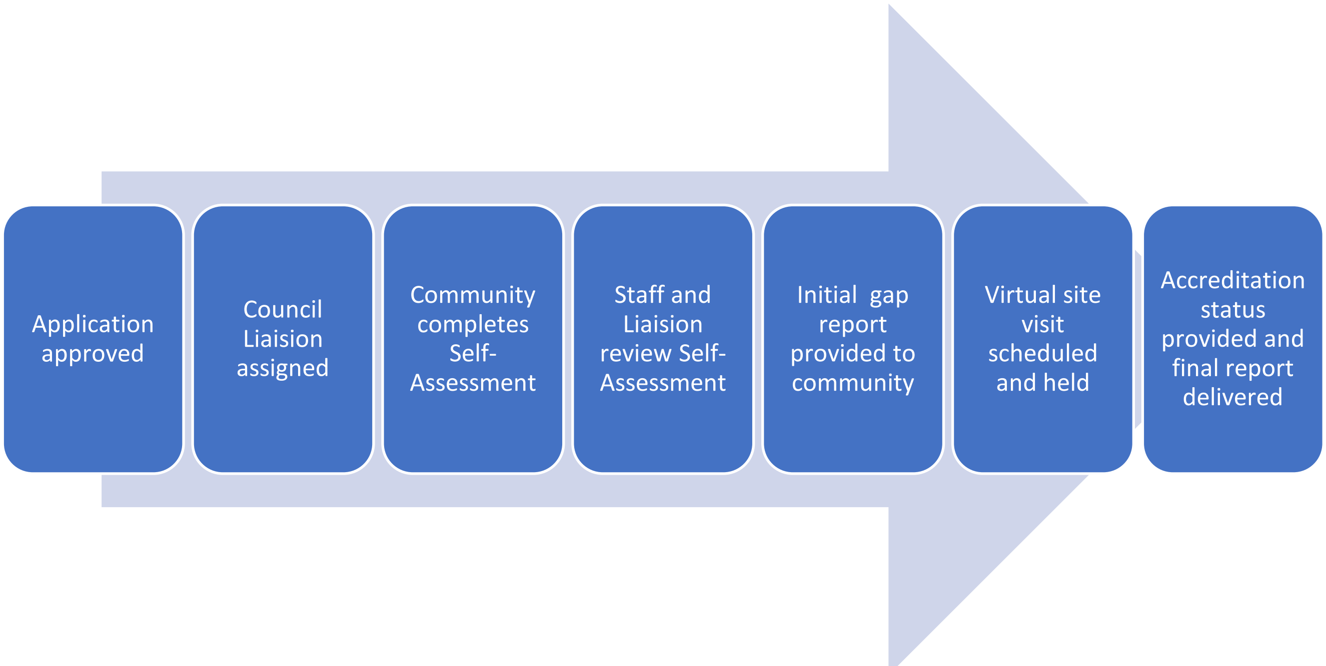
Overview

The accreditation process is designed and managed by UCFS Staff and the Accreditation Council (Council) and progresses through the following steps:

1. Application by an organization seeking accreditation
2. Self-assessment by an organization seeking accreditation
3. Review and approval of self-assessment by Council Liaison
4. Virtual meeting and review of materials by accreditation program reviewers

5. Evaluation by Accreditation Council
6. Accreditation decision
7. Maintenance of accreditation by an accredited organization

The Accreditation process begins with the program application.



1. Once community eligibility for accreditation is determined and the application is accepted, the applicant community is assigned a Council Liaison. The Council Liaison supports the community in developing an internal review in the form of a self-assessment. The Liaison serves as a primary point of contact to answer questions, talk through any challenges in completing the self-assessment, discusses appropriate supporting documents, and overall guides the community through the process.

2. Once the self-assessment is submitted, UCFS staff will conduct a high-level review to ensure that all information is completed on the online form and that all submitted documentation is accessible and approved for Accreditation Council review. UCFS staff will communicate with the Council Liaison that the next step of the review can proceed.

3. Once the self-assessment submittal is approved for review, the following steps will take place:
    a. The Council Liaison (or UCFS staff) schedules a virtual review meeting date with the applicant community and Accreditation Council. The Council Liaison will lead this meeting. The date for the virtual review meeting will be within 90 days following receipt of an approved self-assessment.

b. The Council Liaison will review the materials submitted within 60 calendar days of receipt and provide an interim report to the applicant community no less than 30 calendars prior to the virtual meeting that identifies any perceived gaps in meeting the standards and any questions that require a community response prior to the virtual review meeting. Applicant responses must be received by the Council Liaison no less than 7 calendar days prior to the virtual review meeting. If the community cannot submit a response within 7 calendar days of the virtual review meeting, they may request an extension, and the date of the virtual review meeting will be rescheduled accordingly by the Council Liaison.
c. During the virtual review meeting, led by the Council Liaison, the applicant community will share any information they believe resolves perceived standard gaps and responses to Accreditation Council questions. The outcome of this meeting is pre-decisional to any accreditation status determination

4. The Accreditation Council will deliberate and provide a final report within 30 calendar days informing the community of their accreditation status. If Accreditation status is granted, this communication will include details on the payment balance due, annual report due date, and all other items needed for full Accreditation.

5. Following initial accreditation, the community's ongoing accreditation is contingent on satisfactory submission and acceptance of Annual Reports.

A thorough outline can be found in the UCFS Accreditation Manual.

Accreditation Program - Roles and Responsibilities

The Accreditation Council (Council) was established by the UCFS Board of Directors, which has delegated the oversight of and responsibility of UCFS Accreditation to the Executive Director of UCFS. The Executive Directors has final overall authority for the Accreditation Program.

Manager of Accreditation and Certification

The UCFS Accreditation Program is designed and managed by the Manager of Accreditation.

The Manager has primary responsibility for all operational aspects of UCFS's Accreditation Program. This includes developing strategies for the growth and success of the program and contributing to the development of products and services targeted to the needs of UCFS members and Accredited communities.

Summary of Responsibilities

- Manage all aspects of the UCFS Accreditation Program, including planning, budgeting, reporting, delivering service, following up on Accreditation Council actions, and evaluating all aspects of the program.
- Ex-officio, non-voting member of the UCFS Accreditation Council.
- Recruit, train, and supervise all Accreditation Program volunteers.
- Train and support Accreditation Council Liaisons with their work on the Council.
- Schedule virtual site visit in partnership with Liaisons.
- Develop and grow public awareness about UCFS Accreditation and the value of Accreditation outside of UCFS.
- Research, evaluate, develop, implement, and manage marketing and outreach efforts for UCFS's Accredited members.
- Develop accredited member retention plans and goals.
- Develop accredited member recruitment plans and goals.
- Manage accredited member services, programs, and partnerships.
- File and keep Accreditation records and data
- Orient and provide training for new council members.
- Keep abreast of advancements in the field.

Accreditation Council

Purpose

To design, promote, monitor, and evaluate the Accreditation Program in cooperation with UCFS staff and Board of Directors.

Summary of Responsibilities

- Set policy and procedures for the Accreditation Program.
- Develop, adopt, maintain, evaluate, and revise Accreditation Program standards.
- Grant or deny accredited status in accordance with Accreditation Program policy.
- Facilitate the development of educational materials related to the Accreditation Program.
- Periodically assess the success of the program and revise it as necessary to achieve its mission.

See Section V. Role of Liaison below. Also, see the Accreditation Council Job Description for the full position description.

Liability

While performing their duties as specified here, all Council members and designated committees are considered UCFS officers. They, therefore, are included in the Directors' and Officers' Liability Insurance Policy for the Association.

Role of the Liaison

The role of the Council Liaison is to provide oversight of the accreditation process for communities seeking initial or continuing accreditation.

Summary of Responsibilities

- Assist organizations with matters pertaining to the accreditation process by answering questions, advising on appropriate supporting documentation, and overall serving as a main point of contact.
- Mentor the development of the Self-Assessment.
- Provide initial review of the Self-Assessment.
- Review and approve Virtual Site Visit Reports with UCFS Staff.
- Represent program to the Council with respect to matters relating to initial and continuing accreditation.

Accreditation Council Liaison Procedures

Upon application from a Program, UCFS staff will designate a liaison for the Program. The following steps describe the process:

1. UCFS staff receives an application from a community reviews it, and either accepts or rejects it.
2. Upon acceptance, the Manager assigns the organization a Council Liaison who will assist the organization throughout the self-assessment and accreditation process.
3. When the Self-Assessment is submitted, the Liaison provides an initial review to ensure all information and supporting materials is included. If no revisions are needed, the Council Liaison lets UCFS staff know the Self-Assessment is ready for full review by the Council. The following represents the agreed "bar" for approving a Self-Assessment.
    a. Liaison reads the response to every standard.
    b. Each component of a standard is responded to (including narrative/explanations and evidence).
    c. Response addresses the language of the standard.
    d. Response is understandable, clear and logical.
    e. Each narrative response stands alone. One narrative should not reference another response.

f. Narrative does not restate the evidence but explains the context of the evidence.
g. Evidence is hyperlinked.
h. Any standard reported to be Not Applicable is double-checked by the Liaison.

4. Upon approval of the Self-Assessment, UCFS Staff work with the organization to schedule the virtual site visit.
5. Prior to the virtual site visit, the Liaison provides their thoughts and concerns around the self-assessment and commits to being available for consultation during the virtual visit. This can be delegated to UCFS staff if the liaison is not available.
6. Liaison writes the Liaison report using the Liaison Report Template.
7. Liaison represents the organization to the council.

A complete and chronological list of Liaison tasks can be found on the Council Liaison Checklist.

Annual Reports Reviews

Accredited communities must submit an Annual Report each year to maintain their accreditation. Programs going through a Continuing Accreditation do not submit an annual report in the year of their site visit.

UCFS staff will provide access to Annual Reports and necessary documentation from prior reports/reviews.

Annual reports are reviewed by an organization’s Council Liaison.

1. Council Liaisons ensure that Annual Reports are complete, including supporting documentation, and that requests for information or responses to conditions established by the Council are included.
2. Council Liaisons will contact the community to discuss the report if there are any questions.
3. If there is any incomplete or missing information, or if there are any causes for concern in reviewing the report, follow-up with the organization is necessary.
4. Questions about an organization's Annual Report may first be discussed with UCFS staff.
5. Council Liaisons will document their review on the Annual Report Review Form.
6. Council Liaisons convey any concerns to the Council at the meeting at which the Annual Report is to be considered.
7. Council Liaisons are responsible for informing the community that their report has been reviewed and accepted.

Council - Membership and Structure

Membership

- The Council consists of 9-11 voting members.

- The Council may have additional advisors that are non-voting members for committee work.
- The Accreditation Manager is a non-voting, ex-officio member of the Council and all committees.
- Council members are appointed for a term of three years and may serve up to three consecutive terms. After being off the Council for an entire year, a past Council member may re-apply for the Accreditation Council as a new member.
- Terms begin January 1. Exceptions may be made to maintain consistency in program relationships – for example to complete liaison process.

Officers

Officers of the Council are the Chair, Past Chair and Secretary. The officers are elected by the Council and serve a two-year term beginning on January 1. Officers can serve up to two consecutive terms.

Nominations Process: Nominations for officers are solicited by the Accreditation Manager. Council members may nominate themselves or other members of the Council for the officer positions.

Voting Process: Votes are cast by secret ballot and counted by at least two members of the Council

Duties of the Chair

- Preside over Council meetings.
- Appoint all temporary or permanent committee chairs and members.
- Serve as an ex-officio member of Council standing committees and ad hoc working groups.
- Work with Council members on performance issues around attending meetings, being a collaborative member, and doing assigned work.
- Serve as the principal spokesperson for the Council.

Duties of the Past Chair

- Assist the Chair in learning the duties of the Chair role, as requested.
- Become Acting Chair of the Council, with all the rights, privileges, and powers as if the duly elected Chair, in the event of the absence or inability of the Chair to exercise the office.
- Assist with the managing of the accreditation reviewer pool.
- If the current Past Chair is unavailable, then the most recent Chair (currently on the council) will fulfill this role.

Duties of the Secretary

- Document, manage, and facilitate dissemination of minutes, actions, and other documents as appropriate.
- Serve as Chair when the current Chair and Past Chair are unavailable. There should be a secretary-elect so that they can learn the roles to take over and cover if necessary.

Meetings

- The Council meets as often as it deems necessary to conduct the business of the Council.
- The Council holds a strategic planning meeting annually (in-person, if possible).
- Video conference meetings are scheduled as needed, usually monthly.

Committees

There are three standing committees of the Council. Council members serve on these committees as needed or requested by the chair.

Standards Committee's Charge

- Develop and maintain the evaluation standards of the Accreditation Program.
- Monitor current practices and trends in urban forestry, in consultation with the UCFS Industry Trends Committee.
- Oversee the periodic revision of the Manual of Accreditation Standards.

Governance Committee's Charge

- Develop and maintain Accreditation Council policy and procedures for all aspects of this program.
- Recruit qualified individuals to serve on the Council.

Education & Outreach Committee's Charge

- Develop and maintain internal education for programs, reviewers, and council members.
- Coordinate efforts for external education related to accreditation, such as workshops or webinars.
- Engage in outreach that promotes awareness of and impact of UCFS Accreditation.

Ad Hoc Committees

- The Chair may appoint ad hoc committees as the need arises. These ad hoc committees disband after their charge is completed.
- Ad hoc committees will be chaired by Council members and may include persons not on the Council who have the necessary expertise needed on the committee.

Recruitment and Removal of Council Members

Recruitment

1. Recruitment of new Council members is facilitated by the Governance Committee.

2. Applications are solicited from the general public and the UCFS membership through means deemed appropriate by the Governance Committee.
3. Interested applicants are sent the UCFS Accreditation Council job description and any other relevant documents.
4. Interested applicants are asked to complete the Accreditation Council Application.
5. The Governance Committee reviews applications and makes initial recommendations for Council vote.
6. The Council votes on recommendations.

Council Vacancies

- Any vacancy that occurs will be filled by the same procedures as new member recruitment.
- Replacement members complete the term of the person they replaced and may serve up to two additional terms.

Supervision and Removal

- Council members are expected to perform their duties as outlined in this manual. The Chair is responsible for communicating with Council members who do not fulfill their responsibilities and bringing the matter before the Council if necessary.
- Council members who are unable to perform their duties may be removed from the Council by a majority vote of the Council.

The Council conducts its business in a manner consistent with the UCFS Policy Manual. Specifically, the members of the Council will adhere to UCFS's Conflict of Interest and Confidentiality policies. See the Appendix for the full policy statements.

Council Meeting Protocols

UCFS Accreditation Council Working Agreement

Purpose

The role of the Accreditation Council is to design, promote, monitor, and evaluate the UCFS Accreditation Program in cooperation with UCFS Staff and its Board of Directors.

Norms

These cultural norms define the behavioral standards we expect to build community and drive effectiveness; they are standards against which we can all be held accountable.

1. We welcome a diversity of opinions and perspectives
2. We create space for learning and failure; we take chances and make mistakes
3. We share the air; that is, we make space in addition to taking space
4. We create a culture of intentional feedback, and we 'call people in' to address difficult situations and differences of opinion
5. We assume the best intent but attend to impact

Rules of Order for Accreditation Council Meetings

Discussion of issues and formal motions allows the Council to cast informed votes. The purposes of discussion are the airing of supporting and opposing views and the provision of additional information of relevance in consideration of any motion. Ideally, discussion allows us to better understand each other's views and helps the Council move toward agreement on the issues at hand.

Currently, Council meetings take place on the 3rd Monday of the month, and reports from Council members are due before noon Central time the Wednesday before.

The Chair's responsibility is to move the discussion forward balancing informality with efficiency, keeping the discussion on topic, and allowing all those who wish to speak to do so.

Taking Formal Action

1. Fifty percent of Council members must be present to call a meeting to order.
2. A motion must be made and seconded before taking formal action.
3. During a discussion of a motion, any voting Council member can offer an amendment to the motion. Proposed amendments are handled in one of the following ways:
    a. The members who moved and seconded the original motion may accept the amendment, in which case discussion proceeds on the amended motion.
    b. The members who moved and seconded the original motion may reject the amendment, in which case discussion of the amendment ensues.
4. At the conclusion of the discussion on the amendment, a vote is taken. If the amendment passes, the discussion returns to the original motion in its amended form. If the amendment is rejected, the discussion returns to the original motion without amendment.

Voting

1. A quorum of 2/3rds of current members must be present for a vote to take place.
2. Conflicts of interest are discussed (actual, potential, or perceived), and who cannot vote is determined.
3. Votes will usually be conducted by a show of hands. Any vote may be conducted by secret ballot at the discretion of the Council or the Chair.
4. Voting Council members may vote on any motion in one of three ways:
    a. For the motion,
    b. Against the motion or

    c. Abstain. 60% of voting members present carry a motion. Abstentions do not count in determining the vote total. This will make an abstention neutral in the vote count.
5. Discussion on a topic may be ended in any of the following ways:
    a. A calling of the question by a voting member whose turn it is to speak. At that time, the Council votes either to continue or end discussion and move to a vote. Members must vote either Yes or No when the question is called.
    b. A request by the Chair for a vote to end the discussion. At that time, the Council votes either to continue or end discussion and move to a vote.
    c. Withdrawal of a motion by those who moved and seconded the motion.
    d. The tabling of the motion by the Chair.
6. Any motion on the floor must be resolved in one of the following ways
    a. Adopted.
    b. Rejected.
    c. Withdrawn by the members who moved and seconded the motion.
    d. Referred by the Council or the Chair back to a small group for revision.
    e. Tabled by the Council or by the Chair for later consideration or vote.
7. Role of a Council member when they have been a Liaison for a community that is under discussion by the Council:
    a. Liaison delivers Liaison Report (and holds off on making a motion).
    b. Council enters discussion with Liaison in the room to answer questions.
    c. Motion made by member of Council
    d. Council deliberates on accreditation (i.e., the motion), with the Liaison to refrain from this portion of the discussion.
    e. Vote (Council members who participated in the virtual site visit abstain from voting)

Electronic Voting

- The Council Chair may advance a motion to an electronic vote.
- A motion and electronic vote may take place when the Council Chair and the Manager decide a topic is urgent.
- An electronic vote may take place to resolve an issue that was not completed during a scheduled Council meeting.
- Electronic votes will be conducted in the same way as in-person votes:
    - A quorum of 2/3rds of current members must vote to recognize a result
    - Council members may vote "for" the motion, "against" the motion, or "abstain."
    - 60% of voting members carry a motion
- A motion voted electronically can only be "adopted" or "rejected."
- An electronic vote will remain open for a maximum of 7 days.
- UCFS Staff and the Council Chair are responsible for tallying the votes and informing the Council of the outcome.
- The Council must record and review any electronic motions adopted or rejected at the start of the next Council meeting.

Meeting Protocol

The meeting will follow a written agenda created by the Chair and UCFS staff and provided to Council members.

1. **Call to Order**: Fifty percent of Council members must be present to call a meeting to order.
2. **Approval of Agenda**: At this point in the agenda, council members may add or delete items from the agenda and change the presentation order. Unless there is an objection, the agenda is approved.
3. **Consent Agenda**: Members may request corrections to minutes or removal of an item. If no changes are requested, the Consent Agenda will be accepted.
    a. **Note**: any items added to the consent agenda are to be added, and documents received by the Manager are to be posted by noon on the Central on the Wednesday before the council meeting.
4. **UCFS Staff Report**: program status report and other information items.
5. **Accreditation Vote**:
    a. Before the meeting:
        i. Council members read the liaison report and documents associated with the community's Self-Assessment and Virtual Site Visit Report and prepare any questions they might have.
    b. At the meeting:
        i. Liaison overview: The Liaison gives a succinct overview of their report, highlighting any concerns. Then, the floor will be opened for additional discussion on any part of the Liaison Report.
        ii. Question and Discussion Period: The chair seeks clarifying questions from the Council on the liaison's report. Liaison responds and answers questions that are raised. The chair gathers all of the specific concerns from the Council (i.e., Standard X.XX). The Chair facilitates discussion on specific concerns the Council raises (in clear order).
        iii. Tabling/Deferring discussions: The Chair will table issues that do not directly affect the program's accreditation vote for future discussion.
6. **Motion to Vote**:
    a. Liaison proposes a motion. Options: Accreditation: Steward, Accreditation: Champion, Accreditation: Deny
    b. The Council can amend the motion - a new motion adopted or rejected.
    c. Council vote on the motion. Options: For, against, or abstain (Council members must abstain if they have a conflict of interest. They may also abstain if they are not ready to vote yes or no.)
7. **Old Business**: motions tabled at previous meetings reopened for discussion and vote.
8. **New Business**: a motion must be moved and seconded by voting members of the Council for items to be discussed, except for Annual Reports, as stated below.

9. **Annual Report**:
    a. Before the meeting:
        i. Council members will read the Annual Reports posted to the meeting file and prepare any questions they might have.
    b. At the meeting:
        i. Liaison gives a succinct overview of their review, highlighting any missing information or questions on an annual report that has not been placed on the consent agenda. They then open up the agenda item for questions and discussion.
        ii. If there are no objections, the Council will accept the Annual Report. (No vote is necessary.)
    c. Any other motions on the agenda.
10. **Committee Reports**: Informational report from the Committee Chair or designated person. The Committee may submit motions for consideration.
11. **Other Business**: Topics for general discussion may be considered here without a necessary motion. A Council member may introduce a motion at any point during the discussion. The discussion will be limited to the motion and any amendments offered.
12. **Adjournment**

Appendix

Conflict of Interest and Disclosure

Purpose

The purpose of the conflict of interest policy is to protect the UCFS's interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Procedures

1. Duty to Disclose

   In connection with any actual or possible conflict of interest, an Board member, Officer, Committee member or Committee Chair (Volunteer Leader) must disclose the existence of the conflict and be given the opportunity to disclose all material facts to governing Board or committee considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists

   After disclosure of the actual or possible conflict of interest and all material facts, and after any discussion with the potentially conflicted volunteer leader, they shall leave the governing Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest
   a. A potentially conflicted volunteer leader may make a presentation at the governing Board or committee meeting, but after the presentation they shall leave the meeting during the discussion of, and the vote on, the transaction or arraignment involving the possible conflict of interest.
   b. The chairperson of the governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
   c. After exercising due diligence, the governing Board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
   d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy
   a. If the governing Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of

the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing Board and all committees with Board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- A voting member of the governing Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- No voting member of the governing Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation

Annual Statements:

Each director, officer and member of a committee shall annually sign a disclosure statement that:

- Acknowledges that person has received, read and understands the conflict of interest policy;
- Indicates that person has agreed to comply with the policy; and
- Discloses any potential or actual conflicts of interest.

Confidentiality

Purpose

Volunteer leaders owe fiduciary duties of care and loyalty to UCFS. This policy will minimize the potential for confidential, sensitive and proprietary information or data to be compromised. Further, this policy will minimize the risk of UCFS members, non-members, and staff members being accused of inappropriate activity or the appearance of impropriety.

Policy Statement
All volunteer leaders of the UCFS shall attest that they maintain the confidential, sensitive or proprietary activities of UCFS in strict confidence. Volunteer leaders must not discuss or disclose confidential activities to any individual who is not also an appropriate UCFS volunteer leader without the express permission of the governing Board.

Examples of Confidential Activities
Information that is confidential, sensitive or proprietary may result from various activities and sources. These may include but are not limited to:

- Current and prospective membership records, including personal/business data
- Employee personnel matters and actions, including compensation information
- Information generated by ethics and professional conduct investigations, certification, standards setting, accreditation or other business or governance enforcement
- Opinions and other privileged information received from inside or outside legal counsel or other learned experts, including staff
- Governing Board resolutions or discussions unless permission given by the Executive Board
- Monthly financial statements
- Information about programs, projects, products and services under development
- Programs, products, and services being developed but not yet made public

This policy establishes a clear, reasonable and fair standard for confidentiality applicable to the UCFS member and non-member volunteers and staff members.

Participation on the UCFS Executive Board or committees constitutes acceptance of the terms of this Policy and its requirements.

All volunteer leaders and staff will sign a form acknowledging UCFS's Confidentiality Policy as a condition of participation on any committee, task force, or the governing Board.

Apparent violations of this policy will be forwarded to the appropriate individual as described in UCFS's ethics policy.