

The Historical Society of the Somerset Hills

Standards of Good Practice

INTRODUCTION

This Standards of Good Practice applies to The Historical Society of the Somerset Hills (THSSH) board of trustees, members and volunteers.

THSSH is actively committed to informing trustees, members and volunteers about the Standards of Good Practice and its application; evaluating the policy regularly; providing updates and/or revisions as unforeseen situations occur; and creating a positive rewarding environment that reflects its values.

As a nonprofit organization dedicated to the public good, THSSH is accountable to the community, nonpartisan in its operations, responsible in its stewardship of resources, and committed to excellence.

The trustees, members and volunteers of THSSH embrace diversity, fairness, inclusiveness, innovation, and integrity, and work together in order to advance the Historical Society's mission.

MISSION

The mission of The Historical Society of the Somerset Hills, established in its bylaws, is to acquire, conserve and share artifacts and information on matters of local historic interest; cultivate interest in local history; encourage the preservation of local historic resources; facilitate historic research; and preserve, operate, and interpret the Brick Academy.

PROFESSIONALISM

Trustees, members and volunteers will carry out their work with the highest level of professionalism, reflecting good judgment and the best possible practices respective of our individual roles.

Trustees, members and volunteers will come to meetings prepared and ready to debate issues fully and openly, respect the views of others, vote our conscience, and speak with one voice once a decision or policy is made.

Trustees, members and volunteers will commit to ongoing professional development, sharing our knowledge with colleagues and the public and continually striving to raise our standards of practice.

PERSONAL AND PROFESSIONAL CONDUCT

In their dealings as representatives of THSSH, trustees, members and volunteers act professionally and ethically with honesty, integrity, and sincerity.

Trustees, members and volunteers approach our colleagues with respect, a spirit of cooperation and empathy for one another's work, time, safety, and dignity. We foster a collaborative environment by actively sharing professional responsibilities while considering our colleague's personal opinions and individual areas of expertise.

Trustees, members and volunteers treat each other, community members, professional contacts, and the general public fairly and with respect.

Trustees, members and volunteers are to communicate in a professional and courteous manner. Matters of concern are to be addressed with either a member of the Executive Committee, or the individual subject, either in person or by telephone prior to an email message. If an email message is necessary it must not contain any aggressive, accusatory, libelous or offensive statements. Any violation of this policy subjects a trustee, member or volunteer to disciplinary actions as detailed below.

Trustees, members and volunteers are responsible for being aware of, and complying with, THSSH policies that address their personal and professional conduct. Incidents of noncompliance, submitted to a THSSH Officer in a written report, will be reviewed promptly by an impartial committee of five unbiased Board of Trustees members chosen by lot. Based on the impartial committee's decision, disciplinary action will include:

- Written warning

Approved by Impartial Committee

- Suspension for a specific period (Trustee & Committee Member)
Final written warning (Member & Volunteer)

Approved by Executive Committee

- Termination of an appointment, membership or volunteered service

Approved by Board of Trustees

CONFLICT OF INTEREST

Trustees, members and volunteers act in the best interest of the Historical Society. Decisions about the Society and the use or disposition of its assets are made solely in terms of the benefits to THSSH and are neither influenced, nor appear to be influenced, by any private profit, personal gain, or other benefit for trustees, members, volunteers, their friends and family members, or any organization or company with which they are affiliated.

LEGAL COMPLIANCE

In carrying out their responsibilities, trustees, members and volunteers comply with all applicable Federal, State and Local laws and regulations.

Name:

Date:

Signature: