
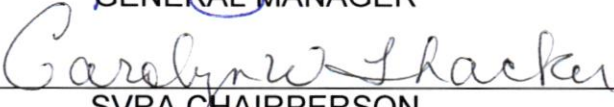




OPERATING POLICY

POLICY TITLE: Legal and Finance Committee Member Confidentiality Statement				
SECTION	The Board of Directors	NUMBER	3.0	DATE 8/17/2023
REPLACES POLICY NUMBER:		TITLE:		
DATE ADOPTED:				
DATE REVISED:				
CROSS REFERENCES:				
APPROVED:				
 GENERAL MANAGER		8-17-2023 DATE		
 SVRA CHAIRPERSON		8-17-2023 DATE		

Legal and Finance Committee Member Confidentiality Statement

Purpose:

As Committee Members within the Legal and Finance Committee, your responsibility is to ensure the integrity and confidentiality of Association business practices, business personnel, finances and litigious matters.

1. Committee Members have fiduciary duties of loyalty and care; this includes refraining from disseminating information to others that could harm the organization.
2. Committee Members must always refrain from disclosure of confidential information. Disclosure of confidential information is prohibited by any communications means, including but not limited to e-mail, web posting, hard copy document, or verbal communication.
3. Committee Members must keep sensitive matters confidential. Accordingly, Committee Members agree to keep confidential, during and after their service on the Legal and Finance Committee, all sensitive information pertaining to the organization. This commitment to confidentiality includes, but is not limited to:

- All personnel matters to include but are not limited to ,employee performance evaluations and wages
 - Strategic and financial information and plans, including organizational changes and membership data not made public
 - Contracts with vendors
 - Risk management/litigation
 - Market and competitors analyses
 - Contract terms for the provision of services
 - Analyses/recommendations regarding pending mergers, acquisitions and disposition of major assets
4. All information shared or discussed in a committee meeting shall be treated as confidential and shall not be disclosed unless explicitly permitted by the Committee Chair. The organization will make every effort to specifically note which information, analyses, reports, and other materials and associated Committee/Board discussions/deliberations are confidential. However, Committee Members are expected to exercise reasonable caution, prudence and common sense in determining which information should be kept confidential. Questions should be directed to the Committee Chair.
 5. The level of protection/security that should be applied to the organization's confidential matters is the same as the Committee Member would apply to his/her own confidential matters. This includes all reasonable protections of electronic and hard copy information.
 6. A violation of this confidentiality policy will result in removal of the Committee Member from the Legal and Finance Committee.

Upon initial election and or re-election to the Board of Directors, The Legal and Finance Committee Chair will appoint or reappoint his/her Committee Members. At which time, all Committee Members will, by way of written signature, attest they have read, understood and accepted this policy. The Confidentiality Agreement Form for signature is attached on page 3 of this document.

Legal and Finance Committee Member Confidentiality Agreement Form

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Committee Members must keep sensitive matters confidential. Accordingly, Committee Members agree to keep confidential, during and after their service on the Committee, all sensitive information pertaining to the organization. This commitment to confidentiality includes, but is not limited to:

- All personnel matters including but not limited to, employee performance evaluations and wages
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A violation of the Confidentiality Agreement will result in the removal of the Committee Member from the Legal and Finance Committee.

Upon initial election and or re-election to the Board of Directors, The Legal and Finance Committee Chair will appoint or reappoint his/her Committee Members. At which time, all Committee Members will, by way of written signature, attest they have read, understood and accepted this policy. Signed agreements will be kept at the SVRA Administrative office.

Signature

Date