



# The Code of Conduct Review Committee Position Description

## Summary

Comprised of SIA's Executive Director/CEO, CIEO, Membership Director, or another designated staff representative and four volunteer members appointed by the SIA CIEO following an open call for volunteers and application submission. One member will be a member of the SIA Board of Directors at the time of their appointment.

The CCRC reviews submissions for violations of the Code that are repeated issues or more serious in nature. They will review all submissions within 30 days and return a written recommendation regarding all complaints received. Severe complaints will be escalated to the Board of Directors.

Members of the Committee will be asked to recuse themselves if a conflict involves their club and possibly region depending on the context of the situation. Members serve staggered 2-year terms and receive annual training on confidentiality, bias, and procedures.

Members of the CCRC who are found to be in violation of the standards of confidentiality, anti-bias, procedures of SIA, or serious violations of the Member/Leader Code of Conduct will be removed from their position immediately and may face further investigation.

## A. Eligibility Requirements and Qualifications

- Be a member in good standing in their club.
- Be familiar with and supportive of our core values:
  - Gender Equality
  - Empowerment
  - Education
  - Diversity & Fellowship
- Possess leadership capabilities including but not limited to problem-solving, conflict management, and communication.

- Have an active email account subscribed to SIA’s email lists that is checked regularly; communicate this email address to our headquarters alignment on communications and updates.
- Model, embody, and embrace the Member/Leader Code of Conduct
- Uphold standards of confidentiality, avoiding bias, and following procedures
- Complete a brief application outlining your professional or volunteer experience that you believe would make you a strong contributor
- Ability to navigate technology, including but not limited to emails, PDFs, Zoom calls, and using interpretation during calls if required
- Not be the subject of any submissions to the CCRC within a 24-month rolling period

## B. Specific Duties

- Receive and review reported concerns that were not resolved at the Club or Region level within 30 days of submission.
- Collaborate with executive leadership and staff during initial assessments.
- Participate in training as needed related to the role.
- Investigates, evaluates alignment with the Code, and recommends action.
- Recommend a course of action to address concerns: dismissal, referral back to the CCRC, referral back to the club or region, referral to the Board of Directors, temporary revocation of leadership/membership, or permanent revocation of leadership/membership.

## C. Collaboration

- Members of the Appeal Review Panel roles are accountable to the SIA President. They will liaise with the SIA Membership Director, Chief of Impact and Engagement, and Executive Director/CEO.