

**Code of Conduct**  
**Board Member and Committee Chair**  
**The National Association of Women Business Owners, Chicago Area Chapter**

I will remember that as a NAWBO Board Member or Committee Chair that I represent the organization to members, potential members, and the general public.

I will honor confidences told to me in my position as Board Member or Committee Chair.

I will treat all NAWBO members and the NAWBO office staff with respect and consideration in the words I speak and my tone of voice. I will not criticize; I will offer suggestions. I will respect beliefs and values that might be different than my own. I will help build an environment that fosters open communication.

If I have any concern or complaint regarding NAWBO or any other Board Member, Committee Chair, or member, I will speak directly to the person or persons involved. If my concern cannot be satisfied by speaking directly to the person involved, I will take my concern to the Chapter President. I will never use a NAWBO committee, event, or email list as a forum for my complaints or concerns.

If my personal or business circumstances preclude me from discharging my responsibilities as a NAWBO Board Member or Committee Chair, I will advise the Chapter President at once.

I will avoid statements at NAWBO events or meetings that might lead a listener to think that my own personal, political, or religious beliefs are those of NAWBO.

Signed\_\_\_\_\_ Date\_\_\_\_\_