

## *NCOPE Confidentiality*

### **CONFIDENTIALITY POLICY FOR BOARD MEMBERS, COMMITTEE MEMBERS, AND STAFF**

The following policies apply to members of the NCOPE board, its staff, volunteers, and to members of committees authorized by the board. References in the policies to board members are intended also to apply to committee members.

1. Board and Committee Meetings: On any vote of the board, both the numbers of affirmative and negative votes and the individual votes of board members, unless specifically requested by a member otherwise, shall be confidential but the record of votes must be kept on file.
2. Board, committee, and staff members shall not disclose to anyone outside of NCOPE the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the board's chair before making such a disclosure.
3. The general "sense of the board" on a particular matter may be conveyed to an applicant, education program, sister organization, vendor, or donor when the sharing of such information is helpful in conveying the board's concerns. However, such information should only be shared with the concerned party. In addition, such information may be shared with a program or applicant when the information has been requested and is deemed important in helping the program or applicant arrive at an informed decision on a proposal or opportunity.
4. Executive Sessions: The minutes of the board meeting shall indicate when the board goes into executive session but shall not normally reflect any of the topics or discussion that occurs in executive session. However, when the board takes an action in executive session that needs to be recorded, the board chair will provide any such text that is to be included in the official minutes of the meeting.
5. Board and Program Committee Agendas: The agendas prepared for the board and staff is confidential and should be treated as an internal document restricted to NCOPE use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of NCOPE. Exceptions may be made only with the consent of the chief executive.
6. Personal Information on Staff and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.
7. Program Self-Studies: These documents are considered confidential and are not to be copied or provided to anyone that may verbally request them. Only upon written consent of programs/institutions may the entire or portions of the self-study be copied and provided to non-board or committee members.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

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Please print name: Board Member, Committee Member, Staff Member

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Signature: Board Member, Committee Member, Staff Member

Date