

**DUTIES AND RESPONSIBILITIES OF
NCCCO BOARD MEMBERS**

- Board members shall attend all meetings and perform all committee assignments and other duties as required.
- Board members are responsible for learning and understanding the mission and purpose of NCCCO certifications.
- Board members are responsible for reading, understanding and complying with NCCCO policies and procedures and governance documents.
- Board members shall respect the confidentiality of written and verbal communications, and shall maintain the confidentiality of documents and information they receive in the course of their service.
- Board members shall sign a non-disclosure agreement, assignment and conflict-of-interest statement as a condition of service.
- Board members shall avoid personal and professional conflicts of interest; if at any point a conflict of interest arises, the Board member shall inform the President of the Board.
- Board members shall understand and accept their fiduciary responsibilities to NCCCO, the certification programs and the public served.
- Board members shall not speak or act for the Board without proper authorization.
- Once a decision has been made by the Board, all Board members shall publicly support it.
- Board members shall act fairly and be impartial in their role on behalf of and in service to NCCCO, its certification programs and the public served.
- Board members shall meet their obligations as detailed in the NCCCO bylaws as amended.