



Charter of Expectations for IDESG Members

In support of the IDESG's objective to create a climate that facilitates a satisfying member experience, it is beneficial for all to have an understanding of the expectations associated with service for the organization. This document outlines, in a general way, the organization's expectations of its members, and what the members can, in turn, expect of the organization.

Expectations of Members

IDESG maintains several documents that outline expectations of Members:

- Rules of Association (ROA)
- Code of Professional Ethics
- Code of Conduct
- Member Participation agreements
- Committee/Work Group-specific expectations (type of work to be completed, estimated time commitment and meeting/call frequency, etc.)

Composition and responsibilities of IDESG's membership as a whole are outlined in these documents and each individual working group's approved charter or terms of reference. Members are encouraged to review these documents on the IDESG website and inquire regarding any expectations that may require clarification.

IDESG Meetings and Activities

In addition to the expectations outlined within the referenced documents above, members should familiarize themselves with the following expectations, which relate to their participation in IDESG meetings and related activities:

- (1) Demonstrate an understanding of the IDESG strategy and the Member's role in supporting the strategy.
- (2) Support the charge, objectives and responsibilities of the IDESG and its committees as outlined in the ROA and their approved charters.
- (3) Attend all conference calls and meetings of the committee, if at all possible. It is understood that there are times when personal and/or work commitments do not allow this. Advise the chair and staff liaison in advance of the meeting/call if you will be unable to attend.
- (4) Prepare for any agenda items for which you are responsible.
- (5) Review meeting materials provided in advance. If meeting (or non-meeting) materials request feedback, provide it in a timely manner.
- (6) Participate in discussions in a constructive and productive manner, giving appropriate respect and weight to the opinions of all Members of the IDESG and IDESG staff.
- (7) Execute agreed-to assignments in a timely manner. It is understood that there are times when personal and/or work commitments do not allow this. In these cases, it is imperative that you notify the chair and staff liaison as soon as possible so an alternative resource for completion of the assignment can be identified.
- (8) Assist in identifying solutions, products or services to further the goals of the committee, improve the performance of IDESG, and support its strategy.



- (9) Treat all materials and discussions as appropriate to the governing documents of the IDESG.
- (10) Support and respect all decisions of the committee, including those decisions that you may not personally support.

IDESG's Culture

Members should familiarize themselves with IDESG's cultural expectations:

- (1) Demonstrate high ethical standards and integrity which Includes compliance with the Rules of Association, Code of Professional Ethics, Code of Conduct and participation agreements .
- (2) Demonstrate an energetic support of IDESG's objectives, applying good business judgment on the organization's issues and supporting the responsible use of available resources.
- (3) Demonstrate a willingness to work collaboratively, valuing the overall performance of the Member body over individual performance.
- (4) Maintain a global perspective on matters before the IDESG, respecting the various opinions and cultural perspectives of others.
- (5) Promote membership with IDESG, encouraging individuals and companies to join the IDESG and adopt its principles.

IDESG Committee Leadership (Chairs, Vice Chairs, & Secretaries; Subcommittees)

While serving as the chair, vice chair or secretary of an IDESG Committee or Subcommittee is an honor and a reflection of the value the individual brings to IDESG, it also entails additional expectations, including, but not limited to, the following:

- (1) Demonstrate an ability to articulate the association's strategy and vision.
- (2) In conjunction with the staff liaison:
 - a. Confirm the Committee's objectives and priorities for the IDESG administrative term.
 - b. Set the agenda for conference calls and meetings of the Committee.
 - c. Facilitate discussions relating to agenda items and encourage participation by all participants.
 - d. Remain sensitive to the need to keep the business moving at a pace that will allow the Committee to deal effectively with the business of the meeting/call in a timely manner.
 - e. Maintain the Committee's focus on its responsibilities/accountabilities and its role within the overall organization.
 - f. Accomplish assigned initiatives and administrative tasks in a timely manner.



- (3) Communicate with individual members of the Committee as necessary.
- (4) Support IDESG's culture by setting a tone and level of commitment for the Committee that is reflective of IDESG's high ethical standards, integrity, energetic Member spirit and responsible use of resources. This includes compliance with the Rules of Association, Code of Professional Ethics, Code of Conduct and participation agreements.
- (5) Support IDESG's governance and oversight structure through regular communication and reporting to the IDESG's leadership and management.
- (6) Based on your availability, represent IDESG internally and externally (other organizations, media) as a spokesperson or representative at meetings, when requested by IDESG (agreed to expenses to be reimbursed in line with approved expense guidelines).
- (7) Assist in the identification of companies and individuals for consideration as future IDESG members, facilitating communications if requested.

Expectations of IDESG

The information presented above outlines IDESG's expectations of Members. In support of the relationship between IDESG and its Members, it is equally important that those individuals understand what they can expect from IDESG as part of the Member experience. The expectations presented below are general in nature.

In conjunction with approved policies and procedures, IDESG will strive to fulfill the following objectives in support of its Members, Member staff, and their related activities:

- (1) Facilitate an understanding of:
 - a. The organization and its strategy
 - b. IDESG's expectations of Members
 - c. The charge, responsibilities, current priorities and anticipated time commitment for the Committee work being considered.
- (2) Provide an environment that fosters a climate of:
 - a. Dignity and respect for the individual
 - b. Diversity and individual growth
 - c. Integrity, fairness, trust and the acceptance of accountability by each individual
- (3) Offer individuals the opportunity to:
 - a. Feel welcome and appreciated
 - b. Meet their professional and personal goals in the context of supporting IDESG's mission



- c. Interact and learn from peers, benefitting from the diverse geographic and professional backgrounds comprising the Membership body
- d. Contribute to the advancement of the organization and profession

(4) In conjunction with the IDESG Committee Leadership:

- a. Provide leadership and facilitate the productive and effective use of Member time and effort.
- b. Support and facilitate the ability of the Committee to meet its objectives, to the extent possible (e.g., resources, composition of appointments, training/development, management of Members and Member issues within the respective Committee).
- c. Provide an opportunity for Members to express an interest in supporting specific objectives or activities to be addressed by the Committee.
- d. Support the fair and consistent application of approved IDESG policies and procedures.
- e. Provide an opportunity for input into IDESG's Committees and accomplishments of the Committees.

(5) Recognize the accomplishments of the Committees and the individuals who serve on them.

Additional questions regarding the expectations associated with participation with the IDESG should be communicated to the IDESG Executive Director.

