AFESA

ASSOCIATION OF FIRE AND EMERGENCY SERVICES ANALYSTS

Charter

Ethics Subcommittee

Chartered May 19, 2025
Period Covered: July 1, 2026 through June 30, 2028
Appointed under the AFESA Bylaws, Article VI

Members
The Ethics Subcommittee will include three to five members; a Chair, Vice Chair, and at least one additional member, but no more than three additional members. In accordance with the AFESA's bylaws, the Nominating Subcommittee will recommend qualified members to the Governance Committee for appointment to the subcommittee.

Governance Committee Liaison
AFESA Chair

Purpose
The Ethics Subcommittee shall uphold the highest standards of integrity, professionalism, and public trust within the AFESA. The subcommittee shall promote ethical conduct, provide guidance on ethical issues, and address concerns related to integrity, compliance, or conflicts of interest among members of AFESA in accordance with the AFESA's bylaws.

Authority

1. You are authorized to use any means and resources, except for those identified under "Restrictions," to achieve the subcommittee's purpose.
2. You are authorized to establish additional goals and ideas that support your purpose.
3. A quorum of subcommittee members (3) must be present to make decisions.

Ethics Subcommittee

Subcommittee Responsibilities

1. Develop or interpret codes of ethics or conduct.
2. Review alleged ethical violations, abuse of authority, or misconduct.
3. Establish procedures for successful completion of subcommittee responsibilities.
4. Contribute questions to the annual AFESA Membership Needs Assessment survey designed to understand the best way this subcommittee can help meet the AFESA members' learning needs, interests, and preferred methods of receiving information.

Collaborative Responsibilities

1. Working with the Education and Outreach Subcommittees, foster an ethical culture through education and awareness.
2. Working with the Education and Outreach Subcommittees, provide ethical guidance to members and leadership.
3. Working with all subcommittees, provide content for the annual membership needs assessment.

Governance Committee Engagement

1. Recommend sanctions or corrective actions, when necessary, to the Governance Committee in accordance with AFESA's bylaws.
2. Recommend policies and procedures to improve transparency and accountability to the Governance Committee.

Restrictions

1. All publications must be submitted to the Governance Committee for approval before dissemination.
2. You may sign no contract, letter of agreement, memorandum of understanding or similar document with a commercial entity, nor any agreement that encumbers AFESA to funds more than your budgeted maximum, without the approval of the AFESA Governance Committee.
3. You may not alter the AFESA logo for any reason. An official, high-quality logo is available from the Governance Committee.

Meetings

1. Regular meetings shall be held, at a minimum, once per calendar quarter.

Ethics Subcommittee

Review, Renewal and Discussion
The AFESA Governance Committee shall review the provisions of this charter with the Chair in early 2028. We anticipate renewing the charter after its term of expiration and continuing the subcommittee in perpetuity unless, after review, the subcommittee is deemed unproductive or ineffective.

Chartered under my authority as the Chair of the Association of Fire and Emergency Services Analysts on May 19, 2025, with the ratification of the AFESA Governance Committee.

Jessica LeBlanc, AFESA Chair