



# Application to Serve on ABAA Committees:

Please complete form entirely and submit to the ABAA office by fax or email:

fax: 1-866-956-5819

email: [abaa@airbarrier.org](mailto:abaa@airbarrier.org)

For further inquiries, please contact the ABAA office by phone: 1-866-956-5888

The bylaws of the Air Barrier Association of America require that any member of a standing committee be formally appointed by the Board of Directors. This form is intended to facilitate the decision making process for the Board when reviewing applicants:

Name		
Company		
Mailing Address		
Website		E-Mail
City	State	Zip Code
Telephone		Facsimile

## Committee(s)

Please indicate which of the ABAA standing committee(s) you wish to serve on:

- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> Quality Assurance Program (QAP) | <input type="checkbox"/> Contractor | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Technical                       | <input type="checkbox"/> Research   | <input type="checkbox"/> Marketing              |
| <input type="checkbox"/> Nominating                      | <input type="checkbox"/> Audit      |   |

## Biographical Information

Please provide the association with a brief bio which summarizes your qualifications or you can also submit a copy of your resume.

In addition to the above, you must also provide your reasons for wanting to participate on the committee(s) indicated above.

*I hereby agree to abide by the code of ethics and ABAA's anti-trust policy.*

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Signature

**THIS APPLICATION FORM AND THE DOCUMENT "DUTIES AND RESPONSIBILITIES OF ABAA COMMITTEE MEMBERS" MUST BE COMPLETED FULLY AND SIGNED OR THE APPLICATION WILL NOT BE PROCESSED**

## Duties and Responsibilities of ABAA Committee Members

The Air Barrier Association of America, Inc. (ABAA) has set specific expectations for persons who serve on ABAA committees. Individuals become committee members, not the corporation they work for. Each committee member, as an individual, needs to fulfill all duties and obligations placed upon him or her. The legal obligations for ABAA committee members are no different than those for Board members of any corporation. A key to fulfilling these duties and obligations, including fiduciary duties, is to have knowledge of the actions taken by the Corporation. To be knowledgeable of the operation of the corporation, it is important to attend committee meetings and read in advance the documents provided for each meeting. This takes time and effort on the part of each committee member. Before accepting a position on any ABAA committees, it is important that one be committed to investing the effort required to ensure that the committee fulfills its role. In addition, prospective committee members need to be mindful that when serving on any committee, they are required to put ABAA's interests ahead of their personal interest or their employers' interest. If it occurs that an ABAA committee member finds it impossible to put ABAA's interests above their own or that of their employer or organization, that committee member must promptly announce that he or she is caught in a conflict of interest and must recuse him or herself from related ABAA discussion, votes, and/or decisions. This Code of Conduct summarizes the standards that must guide the actions of all committee members of the Air Barrier Association of America, Inc. (ABAA). These standards cannot and do not cover every issue that may arrive, or every situation where ethical decisions must be made, but rather set forth key guiding principles that represent ABAA's policies.

All committee members will be appointed for a two year term. The member can apply for another 2 year term and the acceptance of this nomination will be based on meeting attendance and adherence to committee member obligations.

**Members must be active** – meaning that they must attend the meetings and participate in the efforts described in this document. If members are not active, they will be asked to step down to make room for others to participate.

As a committee member I agree to:

- Attend all committee meetings by phone or in person unless circumstances do not allow and I will notify the Chair or staff of my unavailability,
- Review the agenda and supporting materials prior to committee meetings,
- Participate in a meaningful, non-biased and constructive way,
- Personally contribute my knowledge and abilities to the development and growth of the Corporation,
- Keep informed about ABAA’s mission, services, and policies as agreed annually by the Board, and
- Support and promote ABAA.
- Act in the best interests of the Association and the entire membership as a whole. Act with honesty and integrity.
- Respect the confidentiality of proprietary and/or confidential information to which I become privy.
- Exercise my authority as a committee member only in committee meetings or when carrying out duties as appointed by the committee.
- Work with and respect the opinions of my peers who serve on this committee, and leave my personal prejudices out of all committee discussions.
- Always act for the good of ABAA and represent the interests of all people served by the organization in a balanced manner.
- Represent ABAA in a positive and supportive manner at all times,
- Observe parliamentary procedures and display courteous and professional conduct in all committee meetings.
- Refrain from intruding on day to day operation of ABAA or administrative issues that are the responsibility of management.
- Avoid acting in a way that represents a conflict of interest between my position as a committee member and my personal or professional life, even if those actions appear to provide a benefit for ABAA. This obligation to avoid conflicts of interest includes refraining from using my position on the committee for the advantage of friends and business associates. If such a conflict does arise, I shall declare that conflict at the next committee meeting and refrain from voting on matters in which I have a conflict.

**Name**

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**Signature**

**Date**

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