



## 2019-2020 INTERNATIONAL COMMITTEE & COMMUNITY OF PRACTICE STRATEGIC PLAN

**COMMITTEE/COP NAME:** Ethics Committee

**DATE:** 07/10/19

**OVERVIEW** *[Briefly describe your Committee/CoP to explain your group to others. Answers the question ‘who are we?’]*

Members of the International Ethics Committee consist of five at-large members of the association who are appointed by the International President and confirmed by the International Governing Council. Members of the Ethics Committee recognize the immense responsibility they have been given by leadership within the IRWA to develop, refine, inform, and enforce the association’s Rules of Professional Conduct & Standards of Practice for the Right of Way Professional and to embrace our association’s Code of Ethics as a constant guide and inspiration that predicated upon the basic principles of professional competence, character, integrity, fairness, commitment, and trustfulness.

**VISION STATEMENT** *[Describe what your Committee/CoP wants to achieve. Answers the question ‘what are we working toward?’]*

The Ethics Committee is dedicated to educating all members of the IRWA as to the appropriate course of professional conduct which manifests, respect, confidence and trust by all members of our association, the general public, and users of right of way services.

**GOAL A** *[Define the goal as an outcome-oriented statement. This may include attracting new members, developing a new product or service, etc.]*  
*Answers the question ‘what will we accomplish?’]*

Educate and inform all members of the IRWA regarding the association’s Rules of Professional Conduct, Standards of Practice for the Right of Way Professional, and the association’s Disciplinary Procedures.

**STRATEGY A** *[Describe what actions will be taken to achieve the goal. Include the deadline by which the action will be complete and what support or resources are required. Answers the question ‘what steps are we going to take to achieve our goal?’]*



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Will continue to educate members through the recently adopted Course 102 (Elevating your Ethical Awareness) and by committee instructed educational breakout sessions at the International Education Conference in June 2020. The breakout sessions at conference would be two part. The first interactive session would be more general in nature and would be open to all attendees at conference. The second session should be tailored and taught to incoming IRWA leadership and would focus on the association's internal procedures and processes of how to handle an alleged ethics complaint. It is anticipated that all of committee's work preparing for the educational sessions would be at no cost to the association. Travel and lodging costs for attending the sessions at Conference would be rolled into the anticipated cost of attending Conference for the committee's once a year in-person business meeting. Travel and lodging is anticipated to be within 2019-2020 approved budget numbers of \$5,000.

### **GOAL B**

Continue investigating complaints and timely enforcing our association's Rules of Professional Conduct and & Standards of Practice for the Right of Way Professional as appropriate.

### **STRATEGY B**

Advise, and when necessary, enforce our association's Rules of Professional Conduct & Standards of Practice for the Right of Way Professional. Although the Ethics Committee has existing procedures and forms, many of them are outdated and inconsistent from one form to the next. The committee has already begun looking at its current set of internal forms, flow charts, etc., and will begin editing, replacing, and adding to them over the next three to six months. As a small committee most of this work will be completed by email among the group and follow up bi-monthly conference calls. No anticipated monetary cost is associated with this goal/strategy.



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### GOAL C

Increase the Ethic's Committee's pre-vetted list of approved Ethics Investigative Officers by ten volunteers.

### STRATEGY C

The current list of approved volunteers has increased over the last couple of years. Many of our volunteers, however, have been asked to volunteer on multiple occasions due to scheduling issues or personal conflicts with respect to the parties to the complaint. In order to insure diversity, lack of fatigue, and overall trust in the investigative process, the committee will be reviewing its current list of volunteers and will be reaching out to region chairs and vice-chairs to solicit viable candidates within their region. No anticipated monetary cost is associated with this goal/strategy.

### Q1 Progress Update

**Goal A: Update:** No update at this time. A majority of the Committee's work on this goal will occur in 3<sup>rd</sup> and 4<sup>th</sup> quarter of the fiscal year.

**Goal B Update:** The Ethics Committee has received, processed, and has investigated two formal ethics violation complaints within the 1<sup>st</sup> quarter of the fiscal year. The Ethics Committee Chair has also spoken with a number of IRWA members during the 1<sup>st</sup> quarter soliciting feedback regarding concerns they have related to possible ethics violations by fellow members and general procedures related to filing a formal complaint with the Association.

**Goal C Update:** The Ethics Committee, through its Vice-Chair, has begun the process of contacting each of the current Ethics Investigation Officers on its current roster to confirm (1) member contact information, (2) status of qualifications to continue service (e.g., completion of ethics course within 5 years, confidentiality forms, etc.); (3) their willingness to continue service as Ethics Investigation Officers; and (4) gather any informal feedback relevant to their historic service as Ethics Investigation Officers and how we might improve process and best practices going forward. Once completed the Ethics Committee will have a better sense of the current overall number of volunteer members prior to soliciting new members, if still needed, to serve as officers this year and into the future.



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