MAFA Code of Conduct

MAFA's mission is the work of many people. Some basic ground rules apply to all MAFA volunteers, whether they play a major, long-term role, or perform a one-time task of a short duration.

- **Treat all board members, volunteers, members, and the public with respect.**
- **Communicate.**
    - Keep up with Basecamp and your email and phone calls.
    - If someone needs information from you, give it.
    - If you're asked to do something, do it (or decline and explain why you can't).
    - Keep the people you work with informed.
- **Participate.**
    - Be informed about MAFA's mission, policies, and programs.
    - Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
    - Attend your meetings.
    - Serve on committees and offer to take on special assignments when your capacity allows.
    - Inform others about the organization. Advocate for the organization.
    - Follow all MAFA policies, particularly non-discrimination and conflict-of-interest policies.
- **Do what you have promised to do.**
    - If something happens, and you can't do it, let those you're working with know ASAP. They may be able to cover for you if you let them know soon enough.
    - If you have a leadership role, be available. Let people know about times when you're going to be on vacation or otherwise unreachable.
- **Let it go.**
    - Most decisions are going to be made by consensus. We're going to try to find solutions that will work and that everyone can live with.
    - However, there will be times when the group decides on a different way of doing things. Deal with it and make it work.
    - What matters is the end result. The means to that end are variable and negotiable.

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