

# Ethics Chair

---

## General duties:

- The ETHICS COMMITTEE shall, without fear or favor, promptly handle any infringement of the MTNA Code of Ethics, whether of its own knowledge or by report from one or more members of the Association, or persons outside of the Association.

## Specific duties include:

- Maintain current job description and Manual of Procedure to be passed along to successor.
- Be responsible for receiving and attempting to resolve any and all complaints of unprofessional behavior. If there can be no resolution, the matter will be forwarded to the FSMTA Ethics Committee or Chairperson.
- Use extreme tact and patience and be mindful of the difficulties of establishing blame.
- Protect the reputation and privacy of individual members during proceedings.
- Chair needs to be as objective as possible in dealing with complaint of ethics violations.
- Any behavior that reflects negatively on a particular member or the association would be in violation of the spirit of the MTNA *Code of Ethics*.

## Some examples of unethical or unprofessional behavior include but are not limited to:

- making disparaging comments about other teachers;
- disrupting association meetings;
- unprofessional behavior at competitions, e.g., not accepting the decision of judges or attempting to influence the judges;
- making negative comments to students and/or parents.

## When a complaint occurs:

- Deal with JMTA members in a cordial and collegial manner and keep lines of communication open: by telephone, correspondence, and e-mail.
- Arrange meetings with all parties involved to try to settle a complaint or dispute.
- All documentation should be copied to all parties involved, to the President of JMTA, and to the District 4 President. If necessary, seek legal advice or representation.
- Any action taken to penalize a member in any way must have the approval of the JMTA Executive Board.