



Society of Women Engineers Leadership Code of Service

Society of Women Engineers (SWE) volunteer leadership, including elected and appointed positions at all levels of the Society, shall acknowledge the following Leadership Code of Service, indicating acceptance of the provisions included in this document.

By accepting a SWE leadership position, I declare that, in carrying out my duties I will:

Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interest of SWE. I shall exercise these responsibilities listed below and understand that if I breach these duties or act in a way inconsistent with these duties, SWE or its members may hold me responsible.

- **Duty of Loyalty** – including acting on the best interest of SWE and avoiding conflicts of interest
- **Duty of Obedience** – including obligation to pursue SWE's missions and objectives and obey the law
- **Duty of Care** – including exercise of ordinary and reasonable care in duties to SWE and acting in good faith
- **Duty to Inform** – including sharing material information with peers or superiors and reporting of wrongdoing

Respect and uphold the SWE Articles of Incorporation, Mission, Bylaws, Policies, codes of conduct, Core Values, and Strategic Vision.

Keep confidential all information learned about SWE members, employees, and any other matters specially determined to be of confidence.

Demonstrate due diligence and dedication in preparation for, participation in, and attendance at meetings, special events, and in all other leadership activities on behalf of SWE.

Ensure that financial affairs of SWE are conducted in a responsible and transparent manner with due regard for their responsibilities and public trusteeship.

Conduct myself in a spirit of collegiality and respect the collective decisions of the voting leadership body once debate has concluded.