



2.3.2: Confidentiality and Public Disclosure

Purpose: This policy states the responsibility of MRS volunteers to maintain confidentiality when appropriate

Applies to: Officers and Directors and other MRS volunteers

Policy:

Confidentiality – Board of Directors:

Discussions, correspondence, handouts, and deliberations of the MRS Board of Directors are considered confidential unless determined to be unrestricted. Disclosure of any confidential information to a non-participant is prohibited, except by explicit authorization.

Board of Directors decisions (motions, votes, etc.) that are considered confidential will be identified as such at the time of the decision.

The obligation to maintain confidentiality shall continue after a Director completes his/her term on the Board, until such time as the issues, discussions, or deliberations are publicly announced by the MRS President or Executive Director or an authorized spokesperson.

Violations: It shall be the responsibility of the MRS President to address infractions of confidentiality by individual Board members and to take action to remedy the problem. If infractions by individual Board members continue, it is the expectation that the President will ask for the resignation of the individual Board member who has violated this confidentiality policy, or will seek a majority vote by the Board to remove the offending member.

Public Disclosure:

The Board of Directors, the Officers thereof, or the MRS Headquarters Directors shall determine the nature and extent of public disclosure authorized, whether for public announcement or response to inquiries. Decisions authorized for disclosure shall be communicated to affected or interested parties in a timely manner. In general, the formal motions of the Board will be deemed appropriate for public disclosure to the full membership unless personnel issues are involved, or the information has been identified as confidential at the time of the decision.

Confidentiality—MRS Volunteers

Discussions, correspondence, handouts, and deliberations within working groups of MRS volunteers, e.g. committees, task forces, etc., shall be considered confidential IF identified as such at the time of discussion and/or decision making. As a matter of personal integrity, volunteers are obligated to maintain confidentiality until the issues or decisions are made

public by the Society, even after their term of service has ended. In cases, when MRS has signed third-party non-disclosure agreements, no recording, photography or screen shots of vendor information is permitted.

AGREEMENT:

As a member of the MRS Board of Directors / MRS volunteer, I acknowledge the importance of confidentiality with respect to the affairs of MRS. In light of this acknowledgement, I agree to abide by the terms of this policy and keep confidential, during and after service on the Board or working group, all confidential information acquired pertaining to MRS and any related activities until such information is publicly announced by the MRS President, Executive Director, or Board-authorized spokesperson.

Board of Directors: I understand that if it is decided that I have violated the terms of this policy, I may be relieved of my responsibilities as a Board member.

Name (please print)

Signature

Date

Deliverables: Collect signed copies by all Directors and Officers; Review every three years or as needed

Who: Secretary

When: Annually; At least 8 weeks before the Board meeting at which amendments should be considered, resp.

To: Gov Com

Policy first adopted: 8/31/05

Last modified: March 2016; August 2022

Last reviewed: March 2018; August 2022

Enacting Legislation: Motion B:2005:35; Motion B:2010:14; B:2016:12; B:2022:12 (Consent Agenda)

Policy created by: GovCom Party responsible for this policy: GovCom, Secretary