



CGSUSA Board of Trustees

Code of Ethics

- I. **Personal and Professional Integrity** All staff, board members and volunteers of The United States Association of the Catechesis of the Good Shepherd act with honesty, integrity and openness whenever they represent the organization. The United States Association of the Catechesis of the Good Shepherd promotes a working environment that values respect, fairness and integrity.

- II. **Mission** The United States Association of the Catechesis of the Good Shepherd has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of The United States Association of the Catechesis of the Good Shepherd understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by The United States Association of the Catechesis of the Good Shepherd and of value to the society at large.

- III. **Governance** The United States Association of the Catechesis of the Good Shepherd has a board of directors that is responsible for setting the mission and strategic direction of the organization and for oversight of the finances, operations, and policies of The United States Association of the Catechesis of the Good Shepherd. The board:
 - Ensures that its members have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of The United States Association of the Catechesis of the Good Shepherd and its public purpose, and that all members have specified terms of service;
 - Has a conflict-of-interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, refusal or other means;
 - Is responsible for the hiring, terminating, and regular review of the performance of the National Director, and ensures that the compensation of the National Director is reasonable and appropriate;

- Ensures that the National Director and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties;
- Ensures that The United States Association of the Catechesis of the Good Shepherd conducts all transactions and dealings with integrity and honesty;
- Ensures that The United States Association of the Catechesis of the Good Shepherd promotes working relationships with board members, staff, volunteers, members, and other stakeholders that are based on mutual respect, fairness and openness;
- Ensures that The United States Association of the Catechesis of the Good Shepherd is fair and inclusive in its hiring and promotion policies and practices for board, staff and volunteer positions;
- Ensures that policies of The United States Association of the Catechesis of the Good Shepherd are in writing, clearly articulated and officially adopted;
- Ensures that the resources of The United States Association of the Catechesis of the Good Shepherd are responsibly and prudently managed; and
- Ensures that The United States Association of the Catechesis of the Good Shepherd has the capacity to carry out its programs effectively.

IV. **Legal Compliance** The United States Association of the Catechesis of the Good Shepherd is knowledgeable of and complies with all U.S. laws, regulations and applicable international conventions.

V. **Responsible Stewardship** The United States Association of the Catechesis of the Good Shepherd manages its funds responsibly and prudently. The United States Association of the Catechesis of the Good Shepherd:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensates staff, and any others who may receive compensation, reasonably and appropriately;
- Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of the organization;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and

- Ensures that all financial reports are factually accurate and complete in all material respects.

VI. **Openness and Disclosure** The United States Association of the Catechesis of the Good Shepherd provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about The United States Association of the Catechesis of the Good Shepherd fully and honestly reflects its policies and practices. Basic informational data about The United States Association of the Catechesis of the Good Shepherd, such as the Form 990 and audited financial statements are posted on The United States Association of the Catechesis of the Good Shepherd 's website or otherwise available to the public. All solicitation materials accurately represent The United States Association of the Catechesis of the Good Shepherd 's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. **Program Evaluation** The United States Association of the Catechesis of the Good Shepherd regularly reviews program effectiveness. The United States Association of the Catechesis of the Good Shepherd is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

VIII. **Inclusiveness and Diversity** The United States Association of the Catechesis of the Good Shepherd is committed to inclusiveness and diversity in its staff, board and volunteers. In keeping with Characteristics #19 and #22 of the 32 Points of Reflection on Characteristics of the Catechesis of the Good Shepherd, we seek to work in greater harmony with persons from various social and cultural settings. The United States Association of the Catechesis of the Good Shepherd takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

IX. **Fundraising** When raising funds, The United States Association of the Catechesis of the Good Shepherd is truthful in its solicitation materials. The United States Association of the Catechesis of the Good Shepherd respects the privacy concerns of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, The United States Association of the Catechesis of the Good Shepherd respects the rights of donors:

- To be informed of the mission of The United States Association of the Catechesis of the Good Shepherd, the way the resources will be used and its capacity to use donations effectively for its intended purposes;

- To be informed of the identity of those serving on The United States Association of the Catechesis of the Good Shepherd's board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to The United States Association of the Catechesis of the Good Shepherd's most recent audited financial report;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect professional and respectful conduct from The United States Association of the Catechesis of the Good Shepherd's staff;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that The United States Association of the Catechesis of the Good Shepherd may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Note: These ten points are adapted from A Donor Bill of Rights, developed by the American Association of Fundraising Counsel, the Association for Healthcare Philanthropy, the Council for the Advancement and Support of Education, and the Association of Fundraising Professionals, and endorsed by The United States Association of the Catechesis of the Good Shepherd