



## The Nevada Registry

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*Updated January 2017*

# The Nevada Registry Advisory Committee Member Agreement

## Individual Committee Member Responsibilities

- Participate in at least 75% of all Advisory Committee meetings (via video-conference, telephone conference or face-to-face).
- Actively serve on at least one Subcommittee of interest, as need arises.
- Maintain active Career Ladder/Registry membership.
- Stay informed of The Nevada Registry's mission, services, policies, programs and developments and serve as an advocate by informing others about the program.
- Review agenda and supporting materials prior to Advisory and Subcommittee meetings.
- Suggest possible nominees to the Advisory Committee who can make significant contributions to the work of the Committee.
- Follow Conflict of Interest and Confidentiality policies.
- Participate on Appeals Panels when requested.
- Sign a Member Agreement annually.

\_\_\_\_\_ *I understand the Individual Committee Member Responsibilities (Please initial)*

## Term of Service

- Each Committee member shall commit to a minimum of a 2 year term.
- Terms begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the 2<sup>nd</sup> year.
- Members missing more than 50% Advisory Committee meetings during a 2-year term will receive a letter asking them to resign from their position so that another representative from the same agency (or similar agency if a replacement is not available) can serve in their place.

\_\_\_\_\_ *I understand the Terms of Service (Please initial)*

## Code of Ethics for Registry Advisory Committee Members

As a member of The Nevada Registry Advisory Committee, I will:

- Actively participate in Advisory meetings, Subcommittee meetings and email discussions.
- Participate fully in all discussions/debates, understanding that each committee member has an equal voice.
- Respect the opinions of my fellow Committee members.
- Respect and fully support the majority decisions of the Committee, even if I was on the dissenting side of an issue.

- Recognize that all authority is vested in the Committee and not in individual Committee members.
- Support the work of the Registry.
- Positively promote The Nevada Registry's image.
- Recognize that my role is advisory only and that the Registry has final decision making authority.
- Represent all constituents of the Registry and not a particular special interest group.
- Declare any conflicts of interest between my personal/professional life and my position on the Committee and avoid voting on issues or participating in Appeals that appear to be a conflict of interest.
- Avoid interfering with/undermining the work of the Registry.
- Complete and sign a Conflict of Interest and Confidentiality statement.
- Offer my resignation if I am not able to meet my obligations as a Committee member.

\_\_\_\_\_ *I understand the Code of Ethics (Please initial)*

By signing this form, I understand my responsibilities and commit to a minimum of a two year term as a Nevada Registry Advisory Committee member; term beginning January 1, 2017.

\_\_\_\_\_  
Advisory Committee Member Signature

\_\_\_\_\_  
Date

### Contact Information

Name:		Title:	
Agency:			
Email Address:			
Address:		City:	Zip Code:
Phone:	Fax:	Cell (optional):	