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## CODE OF ETHICS FOR OTA BOARD MEMBERS

OTA Board Members agree to:

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of the organization.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Disclose information that may result in a perceived or actual conflict of interest.
4. Disclose information of fact that would have significance in Board decision-making.
5. Remain accountable for prudent fiscal management to association members, the Board, and nonprofit sector, and where applicable, to government and funding bodies.
6. Maintain a professional level of courtesy, respect, and objectivity in all organization activities.
7. Strive to uphold those practices and assist other members of the Board in upholding the highest standards of conduct.
8. Exercise the powers invested for the good of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.
9. Respect the confidentiality of sensitive information known due to Board service.
10. Respect the diversity of opinions as expressed or acted upon by the Board, committees and membership, and formally register dissent as appropriate.
11. Promote collaboration and cooperation among association members.
12. **Procedure to Distribute and Approve Form 990**  
The OTA Board of Directors retains the services of an independent CPA firm to audit the organization's form 990. Management reviews the completed form 990 and provides a full copy to all voting members of the OTA Finance Committee prior to filing. The Board of Directors is provided a reasonable period of time to review the form 990 and direct any questions to organization management or the independent CPA firm prior to filing. If necessary, conference call may be requested and scheduled for the CPA firm and organization management to discuss the form 990 with the OTA Finance Committee.

Adopted 12/08