



STATEMENT OF VALUES AND CODE OF CONDUCT

Personal and Professional Integrity: All staff, board members, and volunteers of the National Coalition of Minority Football Coaches, Inc (“NCMFC”) shall act with honesty, integrity, and openness in all their dealings as representatives of the NCMFC. The NCMFC shall promote a working environment that values respect, fairness, and integrity.

Mission: The NCMFC’s mission will promote and advance its constituency and the communities in which its constituency live, recruit, and work. The NCMFC’s mission and purpose is clear and approved by its Board of Directors.

Governance: The NCMFC has an active Board of Directors, who is the governing body responsible for setting the mission and strategic direction of the NCMFC and overseeing the finances, operations, and policies of the NCMFC. The NCMFC also has an Executive Committee, who is responsible for effectuating the stated mission and strategic direction.

Legal Compliance: The NCMFC is knowledgeable of and complies with all laws and regulations, including policies applicable to affiliated foundations.

Responsible Stewardship: The NCMFC manages its funds responsibly and prudently. This should include the following considerations:

- It spends an adequate amount of funds on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- It compensates staff, and any others who may receive compensation, reasonably and appropriately;
- It has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- It prudently draws from endowment funds consistent with donor intent and to support the public purpose of the NCMFC;
- It ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the NCMFC; and,
- All financial reports are factually accurate and complete in all material respects.

Openness and Disclosure: The NCMFC 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 NCMFC will fully and honestly reflect the policies and practices of the NCMFC. All solicitation materials accurately represent the NCMFC's policies and practices and will reflect the dignity of program beneficiaries. All financial reports will be complete and accurate in all material respects.

Evaluation: The NCMFC regularly reviews its effectiveness and has mechanisms to incorporate lessons learned into future practices. The NCMFC is committed to improving its service to the University System of Maryland, its constituent institutions, and affiliated foundations. The NCMFC is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

Fundraising: The NCMFC is truthful in its solicitation materials. The NCMFC respects the privacy concerns of individual donors and expends funds consistent with donor intent. The NCMFC discloses important and relevant information to potential donors. In raising funds from the public, the NCMFC will respect the rights of donors as follows:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- 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 donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

This Code of Conduct was adapted from a model Statement of Values and Code of Conduct.¹

¹ These ten points come from the Donor Bill of Rights developed by the Association of Fundraising Professionals, <https://afpglobal.org/donor-bill-rights>