	<b>POLICY – TERMS &amp; CONDITIONS FOR A GOPIO CHAPTER</b>	<b>G/POL/205</b>
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This document will be read, understood and signed along with a “Letter of Intent” and/or when a new Executive Committee is formulated at Annual General Meeting (AGM) of a GOPIO chapter.

### **1. Tenure of Executive Committee**

The tenure of the executive committee will be as per the constitution of GOPIO International.

### **2. Effective Date**

The term of the executive committee will commence on a date to be agreed provided the preconditions have been met as per GOPIO International’s “Letter of Intent”, or the date of declaration of result of election of the new executive committee during or after AGM, which will be held in the 2<sup>nd</sup> quarter of the year.

### **3. Chapter Positions**

The executive committee will be comprised of president, vice president, secretary, assistant/joint secretary and treasurer.


### **4. Duties & Responsibilities**

The duties and responsibilities associated with various positions are outlined in Position Descriptions, attached as Appendix.

Duties may vary from time to time and may be changed to suit the chapter and/or GOPIO International requirements.

Chapter executive committee must act in the best interests of the GOPIO International. In carrying out duties and responsibilities, the chapter members/officials will:

- Promptly and fully comply and carry out all policies, procedures, guidelines, by-laws and directives given by the immediate reporting official or GOPIO International, as applicable from time to time.
- Devote time, attention, skills and efforts during the tenure exclusively to discharge of those duties and responsibilities, and
- Diligently and faithfully serve the organization and GOPIO International using best endeavours to promote and protect the interests of both above.
- Not create or participate in any circumstances in which a conflict of interest might occur between the voluntary role and regular activities in business and/or personal life. In case this might happen, the member/official must be transparent to seek a solution with the immediate reporting official and if required, inform GOPIO International about the situation.

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## 5. Location

The location is as per “Letter of Intent”.

## 6. Probation Period

At the formation of the chapter, the executive committee will be on probation for the first three months. During this period the performance will be monitored by the immediate reporting official and may terminate the official with allocated voluntary position or the executive committee as deemed fit, if the performance is not satisfactory. After satisfactory completion of the probation period, the executive committee will continue in accordance with the terms of this policy.

## 7. Remuneration

No remuneration is permitted as all these positions are voluntary positions.

## 8. Termination


The immediate reporting official may terminate the position holder at any time by giving one month’s notice in writing in cases of serious willful misconduct.

### **Serious and willful misconduct**

- Refusal or neglect to perform the duties or to comply with any reasonable directives;
- Serious or persistent breach of the terms of this policy and other GOPIO policies, procedures, guidelines, by-laws and the constitution;
- Conduct which is likely to injure the reputation of the organization;
- Any act of dishonesty;
- Breach of organization’s intellectual property;
- Have or permit to exist any conflict of interest between member/official and the organization;  
and
- Any other act which may be considered as willful misconduct by GOPIO International.

## 9. Property of the Organization

All equipment, records, documents and other papers or material and/or information of any kind and in any form, is and shall remain the property of the organization (chapter). The member/official must not copy any such material in his/her possession at any time, except for appropriate organization’s use, and under no circumstances will distribute such material outside the organization without specific authorization.

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**10. Confidentiality**

The member/official must understand that the organization is concerned to protect its internal matters, its property and reputation and he/she must agree to comply with this policy with regard to confidentiality at all times.

**11. Declaration**

I/we have read and understood the above policy and accept the terms and conditions as set out above.

No.	Position	Full Name	Signature	Date
1	President			
2	Vice President			
3	Secretary			
4	Asstt./Joint Secretary			
5	Treasurer			

**12. Chapter name:** .....

**13. City/Location:** .....