



Volunteer Agreement and Commitment to Excellence  
ARPA Oversight Committee

I, \_\_\_\_\_, understand that as a community volunteer to the City of Chester I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its mission and its attendant strategy. I believe in the purpose and the mission of the City of Chester and my personal and professional points of view are aligned to advance the mission. I understand that the Committee is one united entity and that no sole Committee Member, including myself, possesses any individual authority over the City of Chester.

As a Committee member, I fully commit to the City of Chester in the following ways:

**I. Engagement**

- A. I will act on behalf of the organization and its interests. I will put aside personal concerns/benefits, affiliations, or constituencies. I will not use my position on this Committee for financial gain or otherwise.
- B. I understand the different roles across and within the City of Chester (employees, Elected Officials, Receiver team, community members) and will serve the best interests of the City and its mission.
- C. I will conduct Committee matters in an ethical, arms-length, and checks-and-balances manner, always separating my personal and professional self, from my Committee member self.
- D. I have the intent to attend 100% of regularly scheduled Committee meetings. I understand that I am required to attend at least 85% of such meetings in person if the meetings are held in person.
- E. I respect process and will follow process. I will abide by processes to work with the designated Committee members to facilitate, approve, and execute matters in order of importance/criticality as defined by the Committee Chair.
- F. I will be accountable. I will own Committee-designated initiatives, projects, and deadlines assigned to me individually, by the Committee Chair and will do the required work/research, and provide the necessary periodic written updates and/or reports to the Committee Chair, as required. My peers will hold me accountable as I will of them.
- G. I respect confidentiality. I will not share any committee matter outside the Committee. This includes disclosure of personnel, financial, and governance issues of any sort.



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- H. I understand newly-elected Committee members will automatically be placed on a one-year probationary period. This provisional period is to ensure both parties are comfortable with performance and fit.
- I. I will voluntarily resign my position if I am not living up to the required time commitment, needs, standards, or items outlined in this agreement. Should I resign, I will give at least a 30 day notice period. I will work to ensure a smooth and professional transition, including internal/external communications, transition of my assigned projects/initiatives, and the safe return of any City-owned materials of any sort, including intellectual property.
- J. I will not disparage the City and the Committee members, whether I am an active or retired volunteer.
- K. Nepotism is the practice of awarding contracts to political or campaign donors, family members and friends, regardless of whether they are qualified to do the work. Nepotism is particularly problematic in organizations accountable to the public, and/or financed by donations or sponsorships.
  - 1. Committee members must disclose information about their financial interests AND affiliations which are not financially based, such as membership on the boards of other organizations, or membership in professional societies that may impact their ability to serve unbiasedly on this Committee.
  - 2. Committee members with a conflict relative to a particular item/issue due for a recommendation must abstain from participating and noted accordingly in the meeting minutes.
- L. As part of this signed agreement, I will email [mhurst@chestercity.com](mailto:mhurst@chestercity.com) the following:
  - 1. the results of my (free) volunteer background check administered on the following website: <https://epatch.state.pa.us/TandCVolunteerAction.do?>
  - 2. A completed [Conflicts of Interest Disclosure Form](#)
  - 3. This signed and dated Volunteer Agreement and Commitment to Excellence.

**II. Committee Member Role**

- A. I understand this is a non-compensated role.



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- B. I understand this role is a privilege. This role provides a unique opportunity to meet and work with other professionals, and for me to demonstrate value to the City through sharing my professional skills, abilities, and knowledge. This includes, but is not limited to, writing, proof-reading, presenting, organizing, facilitating, and potentially taking the lead on Committee initiatives that fall under my area of expertise, etc.
- C. I understand from a time commitment perspective for this role, I will spend an estimated average of 4-7 hours per month. If I do not, I will reach out to the Committee Chair to ask for assistance in determining whether this is a temporary or permanent state.
- D. I will conduct myself in a professional, courteous, constructive, team-player, and respectful manner throughout my tenure in this volunteer position. In the event, I find myself in an irresolvable conflict or debate with another Committee member, I shall put the vision and needs of the City's mission first, or voluntarily resign.
- E. I have read, understood, and agree with the ARPA Oversight Committee Charter.
- F. I understand my rationale for recommendations is based on the greater good of the community, and not me personally.
- G. I understand that I can be removed from this Committee by the Committee Chair, at any time with or without cause.
- H. My committee work will produce tangible value. I will be accountable for getting things done in this role. I will hold myself and my peers accountable, to our collective Committee responsibilities and deadlines, and our individual/committee assignments and deadlines. My peers will also hold me accountable to the same. I will do research to find answers, and to secure multiple options for a recommended solution, to solve problems and/or advance initiatives. I understand the Committee neither has all the data, nor the answers to all matters. It requires initiative on my part, and my Committee peers, to gather and analyze data to solve problems, and/or reach a consensus.
- I. I understand that this Committee is a “recommending body” and not a decision making authority.



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- J. I understand that all final decisions for ARPA related matters including funding and execution will reside with the Receiver Team as part of the City's Recovery Plan.
- K. I understand that the decision making authority may overrule the recommending body (this Committee) for reasons to my knowledge or not to my knowledge.
- L. I understand that if I am appointed as a volunteer of this Committee, I will receive official written notification from the Committee Chair with my term period highlighted.

I have read, understood and agree to support this agreement and commitment to excellence.

Signature	Today's Date
Print Name	Email Address
Cell Phone Number	Mailing Address

Please sign, scan, and email back to [mhurst@chestercity.com](mailto:mhurst@chestercity.com) or return this completed form to City Hall ATTN: M. Hurst