



## **Ethics Officer Recruitment**

### **Position Description and Requirements**

#### **Description:**

Ethics Officer as defined in the IRWA Disciplinary Procedures is a Member of the Association appointed by the Chair of the International Ethics Committee. It is a volunteer position, although out-of-pocket expenses that are reasonably incurred may be reimbursed.

Under the revised Disciplinary Procedures, effective January 1, 2014, the Ethics Committee is to establish and maintain a roster of Ethics Officers, who will be trained in the procedures for handling ethics investigations. A panel of three Ethics Officers will be appointed to an Investigation Committee to investigate each complaint that is filed alleging violations of the IRWA's Rules of Professional Conduct and/or Standards of Practice for Right of Way Professionals (collectively, the "Ethics Rules"). The Ethics Officers will serve on an as-needed basis.

The role of the Investigation Committee is to review the allegations of the complaint and make further inquiries to the individuals or companies involved to determine if a violation of any of the Ethics Rules did, in fact take place. The investigation must be completed within 45 days, after which a written report is to be submitted to the Ethics Chair with the findings of the committee.

#### **Qualifications:**

In order to serve as an Ethics Officer, the following requirements must be met:

1. Must be a current member of the IRWA, in good standing, and must have been a member for at least the immediately preceding five (5) consecutive years;
2. Must provide evidence of having taken either Course 103 or Course 104 within the last five (5) years; and
3. Must never have been found in violation of the Ethics Rules or any similar rules of any other professional or trade organization or licensing board to which the member belongs or is governed by.
4. Must never have been convicted of a criminal offense in any jurisdiction.

The following qualifications are preferred, but not required:

1. Currently holds an SR/WA or other IRWA professional designation;
2. Has served or currently serves in an IRWA leadership capacity at the Chapter, Region or International Committee level;



3. Currently serves as a certified instructor for Courses 103 and/or 104;
4. Has served on the International Ethics Committee;
5. Has other relevant experience or background overseeing ethics or standards of conduct and integrity through personal work requirements and other non-IRWA professional organizations;
6. Has served on ethics investigation committees in the past, either for IRWA or other organizations; and
7. Has experience or background in conducting investigations of any type.

### **Competencies:**

Ethics Officers should be able to demonstrate the following core competencies:

1. Ability to work well with others to accomplish a common purpose;
2. Ability to serve both as a leader (to chair a committee) and a subordinate (to take directions from the chair);
3. Good communication skills, both written and verbal;
4. Attention to detail and ability to follow up based on facts developed in the investigation;
5. Analytical and objective thinking;
6. Ability to make difficult decisions; and
7. Utmost discretion and ability to maintain confidentiality.

### **Expectations:**

The role of an Ethics Officer is to serve as a member of an Investigation Committee of an ethics complaint, when needed. The following expectations must be met:

1. Willingness to serve in a volunteer capacity;
2. Willingness to devote the necessary time to learning the procedures and participating in periodic training calls or webinars;
3. Willingness to devote the necessary time to conduct a thorough investigation within the specified time frame, once appointed to an Investigation Committee;
4. Willingness and commitment from employer, if applicable, to provide time and/or resources to serve in this role; and
5. Willingness to sign and abide by confidentiality agreement and conflict of interest statement.