



PAEA Statement of Eligibility

I, _____, support the mission, values, and goals of PAEA and make the following commitments:

- A. I will make every effort to attend all annual meetings of the council/committee and participate in all conference calls. If I am unable to attend, I will notify the council/committee chair and staff liaison in advance and take responsibility for updating myself on the outcome of a meeting or call within a week.
- B. I will accept assignments that advance the work of the council/committee, which may include
- Attending meetings of allied organizations or other PAEA councils/committees
 - Serving as PAEA representative on task forces related to the council's/committee's work
 - Working on council/committee documents or projects
 - Bringing in external resources, experts, or networks to meet PAEA's needs
 - Providing my expertise to PAEA as needed
- C. In serving on a PAEA council/committee, I understand that
- It is my responsibility to be prepared to participate in discussions related to my council's/committee's work. I agree to have reviewed all relevant documents, including minutes and action plans, prior to meetings or conference calls.
 - I may from time to time be exposed to information that is sensitive or confidential in nature. I will make every effort to ensure that I do not divulge that information, except as requested on behalf of the Association.
 - I am a representative of PAEA. I will ensure that any contacts I make related to my council/committee work understand that I am serving on behalf of the Association, and not my program or institution. I will not benefit personally from these connections while serving the Association and understand that it is my responsibility to share any information or requests from these contacts with the council/committee as a whole before taking any action.
- D. I represent that I have time available from my institution to commit to these responsibilities.

Signature

Date