



# Ohio Foreign Language Association

## Responsibilities of Office Compliance Agreement

[www.ofla-online.org](http://www.ofla-online.org)

*Please complete this form and submit to:*  
Executive Treasurer  
[treas@ofla-online.org](mailto:treas@ofla-online.org)

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A signed paper copy of this form must be submitted by each office holder of the Ohio Foreign Language Association (OFLA) as a condition of holding the office. Modifications to the terms and conditions of this agreement will not be accepted by the Ohio Foreign Language Association.

Your Clearly Printed Name: \_\_\_\_\_

Your OFLA Office: \_\_\_\_\_

Your Telephone Number: \_\_\_\_\_

Your Physical Address: \_\_\_\_\_

I, the undersigned, agree to take all reasonable precautions to assure that internal information of the Ohio Foreign Language Association, or information which has been entrusted to OFLA by third parties (such as members), will not be disclosed to unauthorized persons. At the end of my term of office with OFLA, I agree to return to OFLA all information to which I have had access as a result of my position. I understand that I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the OFLA Board Member who is the designated information owner.

I have access to a copy of OFLA's agreements and by-laws, I have read and understand these materials, and I understand how they impact my office. As a condition of holding this office, I agree to abide by these agreements and by-laws. I understand that non-compliance will be cause for disciplinary action up to and including dismissal from OFLA, and perhaps criminal and/or civil penalties.

Upon the end of my term of office, or my resignation from this position, I agree to return all properties of the Association to the Executive Treasurer or the Executive Board's designee for technology oversight, including hardware, software, working materials, confidential information, and other property belonging to OFLA.

I also agree to promptly report all violations or suspected violations of agreements and by-laws to the President of the Association.

Your Signature & Date: \_\_\_\_\_