

Statement of Values and Code of Ethics

Introduction

As a matter of fundamental principle, all members of the Association of Performing Arts Presenters (APAP) shall adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, members shall do so because mutual trust amongst the membership is the bedrock of our work.

Adherence to contractual obligations and all applicable legal requirements is the minimum standard of expected behavior. As members of APAP, our organizations are encouraged to embrace the spirit of the law, often going beyond legal requirements. Transparency, openness and responsiveness to our colleagues and partners must be integral to our behavior.

Organizations are, at base, people, and it is up to the people working in the performing arts field—board members, executive leaders, staff, and artists—to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility. As members of the Association, our work practice demonstrates concern for the interests and well-being of individuals and organizations affected by our actions.

The evolving dynamics of our society and performing arts industry make the traditional “we-they” dichotomies increasingly archaic. The roles and functions of artists, managers, agents, presenters, producers, funders and service providers are fluid and interdependent. APAP comprises a diverse array of organizations large and small, institutional and independent, those that operate at the community and national level and those that work outside the United States. That diversity is one of the abiding strengths of the Association. Undergirding this diversity is a common set of ethical standards that recognizes and upholds the interdependent nature of our business.

A code of ethics is, by necessity, general in outlining broad ethical principles upon which all members shall conduct their work with each other. It is not a detailed set of practices on a specific issue nor is it intended to replace each member organization’s own code of ethics with which all of their trustees, staff and volunteers are familiar and to which they adhere.

Statement of Values

The Organization

***Mission:**

The Association of Performing Arts Presenters develops and supports a robust performing arts presenting field and the professionals who work within it.

***Values:**

Artistic expression

We foster an appreciation for the performing arts among our members and their audiences. The performing arts, in all of their diverse forms, offer a way for people to know and understand themselves. Live performance is a universal form of communication and is fundamental to civic community life.

Knowledge

We value the opportunity for members to share with and learn from one another, drawing upon their more than 50 years of collective wisdom. Continually building new skills, developing leadership, seeking greater insights, and challenging convention fosters innovation and encourages new thinking among our members and advances the overall health of the performing arts presenting field.

Cultural inclusivity

We believe the performing arts bridges differences among individuals, communities and cultures. For the performing arts to flourish, we must have cultural diversity in our membership, our organizations, our presentations, and our audiences.

The Code of Ethics for the Association of Performing Arts Presenters

I. Education

- APAP shall provide educational opportunities through regular seminars and workshops designed to educate its Members and the industry at-large with regard to its Code of Ethics as well as legal standards and requirements. In addition, case studies, frequently asked questions and ethics-related papers and links will be posted on the Association's website and published in *Inside Arts*.

II. Personal and Professional Integrity

1. By virtue of their positions of leadership, APAP members shall be responsible to each other and to the artists represented by members.
2. All staff, board members and volunteers of APAP members shall act with honesty, integrity and openness in all their dealings as representatives of their organization. Members shall promote a working environment that values respect, fairness and integrity.
3. Members shall conduct all negotiations, transactions and dealings in good faith and with integrity and honesty. Members will communicate with each other clearly and on a timely basis;
4. Members shall conduct working relationships with colleagues in all sectors of the field that are based on mutual respect, fairness and openness;
5. Members shall not breach professional confidences. Members are encouraged to be circumspect, judicious, fair minded and diplomatic;
6. Members will respect the integrity of the mission of other members. Policies of member organizations are encouraged to be written, clearly articulated and officially adopted;
7. Members will seek to understand and respect the organizational capacity and needs of other members and members are expected to have the capacity to carry out the programs they offer and/or present effectively. Members will be forthcoming and truthful about their professional experience and qualifications.
8. Members shall be held responsible for the actions and commitments of their staffs and associated individuals.

III. Legal and Ethical Compliance

1. Members must be knowledgeable of and comply with all applicable laws, regulations and statutes.
2. Members shall not abuse their professional affiliation by seeking inappropriate perquisites or benefits of any sort that result in personal gain.
3. Members shall make one another aware of any potential or perceived conflict of interest.
4. Members shall be expressly clear when making inquiries and exploring possibilities with other members that they are not making commitments.
5. Members must honor the good faith aspect of holds and letters of intent and shall make such statements only when they fully intend to move forward with the negotiation.

6. All members shall use written agreements and contracts and are encouraged to confirm verbal agreements in writing by way of deal memos, emails, faxes or letters. Members are encouraged to create provisions for contract amendments and termination.
7. Contracts shall not be requested or supplied unless all parties intend to negotiate and execute such contracts in good faith. Written contracts must be completely, accurately and promptly executed.
8. Members must honor their contractual obligations and responsibilities and be clear about their needs, priorities and expectations. Failure to honor contractual obligations represents a breach of contract that could result in legal action.
9. Issues arising after contracts are issued and/or signed must be fully, frankly and promptly communicated to all parties concerned with the full intention of finding a fair resolution. Unilateral and bilateral actions have implications that reverberate throughout the field; instead members must work towards conflict resolution through honest, timely and straightforward communication.
10. Members must not willfully cancel commitments or booked engagements, including but not limited to when the desire to cancel stems from a more lucrative or prestigious opportunity and/or problematic ticket sales.
11. While extreme financial distress (budget cutbacks; loss of committed grant funds; sudden, unforeseen price increases, etc) is often a reality of our field, members recognize that arbitrary, unilateral cancellations are not an acceptable response to dire financial situations. It is incumbent upon members to explore multiple options with all affected parties in an open and honest search for a solution that mitigates financial loss for all parties as much as possible.
12. Members shall remit fees and invoice expenses within a clearly specified and agreed upon time period.

IV. Openness and Disclosure

1. Members shall provide comprehensive, accurate and timely information to colleagues and are encouraged to be responsive in a timely manner to reasonable requests for information.
2. Members shall not make statements and representations that are knowingly or intentionally false, misleading or inaccurate.
3. Members shall respect the privacy concerns of other members.
4. Members shall respect the rights of individuals/organizations with whom they do business, as follows:
 - a) To be assured that information about their business is handled with respect and with confidentiality;
 - b) To expect that all relationships with individuals representing your organization will be professional in nature;
 - c) To feel free to ask questions and to receive prompt, truthful and forthright answers.

V. Program Evaluation

1. Members are encouraged to regularly review their practices, challenges, effectiveness and obstacles and to have mechanisms to incorporate lessons learned into future practice. Members shall be

responsive to changes in the field and to the needs of artists, presenters, producers and manager/agents.

2. The performing arts industry includes commercial businesses, not-for-profit organizations and self-employed individuals. Training and professional development programs are limited and offices are often small. Because these factors contribute to varying degrees of employee turnover, the engagement and education of staff must be taken with care and diligence. Employers and senior staff are encouraged to act as mentors and educators who teach new employees the practical, philosophical and ethical aspects of our business.

VI. Requirement to Comply with the Code of Ethics

1. All Members are held accountable for upholding the Code of Ethics and shall be required to read and, by signing, agree to abide by the Code of Ethics, as a condition of membership in Arts Presenters and upon renewing membership in Arts Presenters every year.