

## AI Policy Outline

### 1. Introduction

- **Purpose of the Policy**  
Explain why the policy is necessary and how AI can benefit the association in areas such as efficiency, innovation, and service delivery.
- **Scope**  
Define who the policy applies to, including staff, volunteers, and vendors.
- **Objectives**  
State the policy's goals, such as promoting responsible AI use, ensuring ethical practices, and protecting member and stakeholder data.

### 2. Ethical Use of AI

- **Transparency**  
Commit to clear communication on how AI tools and algorithms are used in the association's processes.
- **Fairness and Non-discrimination**  
Ensure AI applications do not unfairly disadvantage any individual or group. The policy should affirm that AI will be used in ways that avoid bias and promote inclusion.
- **Accountability**  
Designate who is responsible for the oversight and ethical use of AI, ensuring human oversight on all critical decisions made by AI systems.

### 3. Privacy and Data Protection

- **Data Usage**  
Define what data can be used by AI tools, and ensure all data processing complies with privacy regulations (e.g., GDPR, CCPA).
- **Security Measures**  
Outline measures to protect sensitive data, including encryption, anonymization, and secure data storage.
- **Consent and Transparency**  
Explain how member and stakeholder data will be collected, used, and shared, ensuring informed consent is always obtained.

### 4. AI Integration in Operations

- **Areas of Application**  
Specify which areas of the association will implement AI, such as member engagement, marketing, data analytics, or event management.
- **Process for AI Tool Selection**  
Provide guidelines for selecting AI vendors and tools, ensuring they align with the association's goals and ethical standards.
- **Monitoring and Evaluation**  
Establish how the effectiveness of AI applications will be measured and reviewed periodically to ensure compliance with the policy.

## 5. Member and Employee Impact

- **Training and Education**  
Offer resources and training for staff and members on AI usage, ethical considerations, and how AI can enhance their roles or experiences.
- **Employee Involvement**  
Clarify how AI will complement the workforce rather than replace it, emphasizing that AI tools should support human decision-making, not supplant it.

## 6. AI and Decision Making

- **Human Oversight**  
Specify that significant decisions impacting members, staff, or stakeholders will involve human oversight, even if AI contributes to the process.
- **Decision Accountability**  
Ensure clear responsibility for any decisions where AI tools are involved, emphasizing human review and intervention in critical areas.

## 7. Policy Review and Updates

- **Periodic Reviews**  
Set a schedule for reviewing and updating the AI policy to ensure it stays relevant as technology evolves.
- **Feedback Mechanism**  
Provide channels for staff, members, and stakeholders to offer feedback on AI applications and the policy itself.

## 8. Compliance and Enforcement

- **Non-Compliance Consequences**  
Define consequences for violating the AI policy, ranging from training to disciplinary action.
- **Reporting Violations**  
Create a mechanism for reporting concerns or breaches in AI usage, with a commitment to investigating and resolving these reports.

## 9. Future AI Developments

- **Adapting to Emerging AI Technologies**  
Ensure the association remains agile and open to incorporating new AI technologies, with a clear process for evaluating potential risks and benefits.
- **Innovation and Continuous Improvement**  
Encourage ongoing exploration of AI to drive innovation within the association while ensuring alignment with the mission and values.

Need help creating a policy for your organization, an AI strategy or training?

Contact us at [info@orgsource.com](mailto:info@orgsource.com).