

AMA Chicago - AI Policy

Effective Date: January 2026

Purpose

This policy establishes clear, organization-wide rules for the responsible use of Artificial Intelligence (AI) tools within AMA Chicago. It applies to all individuals performing work on behalf of AMA Chicago, including:

- Staff
- Board members
- Volunteers
- Contractors
- Vendors

The purpose is to support safe, ethical, and effective use of AI while protecting AMA Chicago's data, members, reputation, and obligations under existing privacy and confidentiality policies.

AI may be used as a drafting or brainstorming tool, but all official AMA Chicago policies must be written, reviewed, and approved by human decision-makers before adoption.

1. Zero-PII Rule

All personnel must treat AI tools as public, non-secure environments. No individual may input any Personal Identifiable Information (PII) or confidential internal information into any AI tool.

PII and confidential data include, but are not limited to:

- Member, donor, volunteer, or staff names
- Email addresses, phone numbers, or contact details
- Event registrations or attendance data
- Donor history, payment details, or financial records
- Demographic information
- Internal meeting notes, plans, or strategy discussions
- Any data that could identify a person alone or in combination

If you are unsure whether information is PII, assume it is and do not input it.

This rule applies to all AI tools regardless of vendor claims, logins, privacy settings, or paid tiers.

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2. Permitted Uses of AI

Personnel/Volunteers and define this earlier may use AI tools only for tasks that do not involve PII or internal confidential information, such as:

- Brainstorming ideas
- Drafting outlines or concepts
- Summarizing publicly available information
- Drafting general templates
- Editing or improving non-sensitive text

AI may support early concept creation but may not act as an authoritative source.

3. Required Human Verification

All AI-assisted outputs must undergo human review. Personnel must:

- Check content for accuracy
- Edit for clarity and alignment with AMA Chicago's voice
- Remove biased, harmful, or misleading content
- Confirm compliance with AMA Chicago policies

AI output must never be used without review.

4. Prohibited Uses

The following uses of AI are not allowed as final output without human input:

- Inputting PII or any confidential internal information
- Creating or revising official policies, commitments, or statements
- Making decisions or assessments about individuals

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- Generating external-facing content (example, blog posts and graphics) without human review for accuracy and copyright
 - Allowing AI to produce authoritative recommendations without human judgment
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5. Transparency and Tool Use

- Personnel/volunteers must disclose when significant content or drafts were AI-assisted.
 - All AI-assisted work created during AMA Chicago duties is the property of AMA Chicago.
 - Committee leads and managers are responsible for disseminating this policy to their teams.
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6. Reporting and Support

If PII or confidential information is accidentally entered into an AI tool:

1. Stop using the tool immediately.
2. Notify the Executive Director or designated contact as soon as possible.
3. Wait for guidance before making any changes or attempting deletion.

Individuals should contact their supervisor, committee lead, or the Executive Director with questions regarding compliance.

7. Organizational Responsibilities

AMA Chicago will:

- Provide staff and volunteers with guidance
 - Uphold all existing privacy, data classification, and IT use policies
 - Review this policy annually or as needed due to technological or regulatory changes
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8. Alignment with Other Policies

This policy complements existing AMA Chicago documents including:

- Privacy Policy

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- Confidentiality Agreements
- Data Classification Policy

In the event of conflict, the stricter rule applies.

Disclaimer

This policy is informational and does not constitute legal advice. AMA Chicago should seek legal counsel prior to formal adoption.