

COUNCIL BOARD AND COMMITTEE CHAIRS CODE OF CONDUCT

Members of this Board of Directors and Committee Chairpersons will support volunteers in recognizing their potential:

- Empower and encourage others to lead
- Lead by example
- Maintain professional relationships
- Provide a culture of high expectations
- Respect differences
- Recognize individual achievements
- Inspire a shared vision with other volunteers

As a member of the Board of Directors or as a Committee Chairperson serving on the LWPTSA Council, I will:

1. Follow the Washington State PTA Uniform Bylaws.
2. Be familiar with the material covered in the "Managing Your Non-Profit PTA" class, PTA and the Law, LWPTSA Council Standing Rules, LWPTSA Council Mission Statement, council job descriptions, and basic parliamentary procedure. Be aware of local, regional, and state deadlines. Be familiar with region and state programs and projects.
3. Be familiar with the mission and vision of PTSA as a non-profit organization, and as an organization that advocates for the health, well-being, and education of all children.
4. Attend and be on time for all monthly council general membership and board of directors' meetings as required by position. If unable to attend, notify the president and secretary and provide a written report or a stand-in to execute your duties.
5. Attend at least one school board meeting (board members only).
6. Agree to participate in council committees, activities, workshops, and trainings as needed.
7. Participate in council-related communications as appropriate; submit articles to *CURRENTS*, post to social media, and facilitate accurate and timely website information as defined in our council communications policy.
8. Respond to phone calls and emails in a timely and professional manner.
9. Keep sensitive topics of discussion confidential to the board.
10. Nurture an atmosphere of trust, understanding, and unconditional regard for one another. Strive to use a collaborative model when dealing with conflicts.
11. Use language that supports council decisions and activities at all times.
12. Report/communicate regularly to your appropriate Council Board of Director and follow the policies and procedures in the Committee Chair Guidelines. (Committee Chairs only)
13. Complete the Committee Chair Plan of Action, Budget Worksheet, and Program Evaluation. (Committee chairs only)
14. Agree to adhere to the policy in the Standing Rules that the executive committee may remove a board officer by a $\frac{3}{4}$ th majority vote; a Committee Chair may be removed from their position by the president, with board approval.

By signing this document, I will adhere to the above guidelines for my 2023-2024 volunteer term of service.

Name (Please Print):

Signature:

Date: