

Code of Conduct

Panther Lake Elementary PTO, Inc. (an Orange County Public School District School)

The long-term success of any Board depends on the competence and integrity of its members and the community, which they represent. To maintain a standard of excellence we require that you carefully read, understand, and comply with all terms and requirements. This Code of Conduct represents minimum standards of behavior and performance.

The code cannot cover every conceivable type of situation you may encounter as a Board member, but it is intended to guide your behavior as you do your job. Together the principles and behaviors will foster an effective and productive PTO Board for our school.

Conduct

All Board members are required to uphold a high degree of integrity with students, parents, staff, and administration. This conduct expectation extends to include school and community events when acting as a representative of the PTO.

The Bylaws and this Code of Conduct will generally govern your term on the PTO Board.

Parent/Teacher (Customer) Orientation

Fosters a culture that incorporates parents, teachers, school administration, and other Board members interests as a key value; focusing on what they care about.

- Listens and responds to the school community

Promotes positive relationships and a positive image of our school and the PTO

- Informs school community of future plans, events or activities Incorporates feedback from all sources to achieve a long-term benefit to the school

- By thinking always in terms of “children first”

By winning the confidence that all is being done in the best interest of our school

Continuous Improvement

Maintains a vision and commitment to improvement. Keeping an open mind to new and different ways of thinking to maintain improvements.

- Learns from others’ ideas
- Seeks honest feedback from others

Actively seeks out new ideas, activities, and fundraisers to keep things fresh and exciting.

Law | Mission | Policies

Will not break the law or go against non-profit regulations in any aspect of his/her role as a board member.

- Will support the mission of PTO and consider herself/himself its guardian.
 - Will abide by board governance procedures and practices.

Respect for People

Always uphold and demonstrate high standards of personal ethics and professional conduct and treat all individuals with dignity and respect despite differences.

- Honest and truthful
- Places a premium on and makes efforts to be fair with everyone
 - Accepts responsibility for mistakes
 - Encourages the spirit of cooperation in one another
 - Agree to disagree, when necessary, without anger or rancor
- Strive to establish respectful, collegial, and courteous relationships with all I come into contact with.

Team Leadership

Ability to encourage teamwork, cooperation and collaboration within the PTO and school community working towards common goal achievement.

- Conflict management.
- Acknowledges, celebrates, and rewards team progress, milestones, and successes.
 - Adapts style to meet the needs of the situation
 - Respects and appreciates the time of others
- Will maintain confidentiality about what goes on in the boardroom unless authorized by the President to speak of it.

Communication

Ability to provide timely and concise information to others.

- Keeps people up to date with accurate information
 - Demonstrates active listening by clarifying, confirming, and summarizing.
- Encourages the free expression of opinion between the Board, students, staff, and community.
- Will not speak as a Board member of this PTO to the media or in a public forum without to speak as a private citizen in such forums.
 - When speaking as a Board member, comments will reflect current organizational policy and positions even when these do not agree with one's personal views.
 - Respect PTO, Board, and individual confidentiality.
 - Will not share working copies of documents or other organizational information until those materials have been finalized and are available for release to the general public.

- When speaking or acting as a Board member of this PTO, conduct oneself in a manner which does not reflect poorly upon oneself, the board, or the national organization.
 - Will abide by board governance procedures and practices
- Will strive to attend all board meetings, giving notice ahead of time to the President if unable to attend.

Problem Solving

Solutions are based on logical assumptions and factual information with consideration to resources, constraints, and goals.

- Identifies and obtains information needed to understand and solve problem.
 - Analyzes alternative solutions before making decisions.
 - Collaborates with others when making decisions.
 - Takes responsibility for decision making.

Conflicts of Interest

You must never use your position, influence, and knowledge of confidential school or Board information for personal gain or in lieu of personal agendas. You must declare any conflict of interest or any circumstance that might be viewed by others as a conflict of interest as soon as it arises.

Acceptance

By accepting my position within the PTO, I hereby agree to all terms listed in this Code of Conduct, to abide by the fundamental values that underpin all the activities of this organization and will remember that it is all about the children. I understand that substantial breach of any part of this code may result in my removal from the Board.

If for any reason, I am unable to fulfill the duties of my position, I will do what is best for the association, even if that means resigning from my position.