

Magnolia PTM Board Member and Committee Chair Code of Conduct

The long-term success of any organization depends on the competence and integrity of its members and the community which they represent.

As part of our school's history to maintain a standard of excellence we require that you carefully read, understand and comply with the Magnolia PTM Parent Club Code of Conduct. This code represents minimum standards of behavior and performance. The code cannot cover every conceivable type of situation you may encounter as a Board Member or Committee Chair, but it is intended to guide your behavior as you do your job.

All Magnolia PTM Board Members and Committee Chairs shall recognize that their individual behavior is a reflection upon the Parent Club and school as an entity; therefore, they shall at all times refrain from any conduct within the community which would bring the Parent Club and/or school into disrepute. In general, all Board Members and Committee Chairs should:

- Maintain personal and professional integrity
- Recognize and respect the personal integrity of each member of the school community
- Treat all other members with respect
- Encourage a positive environment in which individual contributions are encouraged and valued
- Not disclose confidential information
- Limit discussions at meetings to matters of concern to the school community as a whole
- Use established communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Provide clear and honest two-way communication

BOARD MEMBERS AND COMMITTEE CHAIRS SHOULD DEMONSTRATE:

Respect for People

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

- Be honest and truthful
- Place a premium on being fair with everyone
- Accept responsibility for mistakes
- Encourage the spirit of on-going cooperation in one another
- Seek honest feedback from others
- Demonstrate the ability to provide timely and concise information for others their jobs better.
- Encourage others to express alternative viewpoints
- Communicate up-to-date information
- Demonstrate active listening; clarifying, confirmation, summarizing

Problem Solving Skills

Demonstrate the ability to develop innovative and appropriate alternative courses of action. Solutions are based on logical assumptions and factual information with consideration of resources, constraints and goals.

- Identify and obtain information needed to understand and solve problem
- Analyze alternative solutions before making decisions
- Collaborate with others when making decisions
- Take responsibility for decision making
- Seek others to obtain alternate ideas and information

BOARD MEMBERS AND COMMITTEE CHAIRS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Consistently display high personal standards and project a favorable image when representing the Parent Club organization.
 - a. Refrain from public criticism of fellow volunteers, students and staff.
 - b. Refrain from the use of profane, insulting, harassing or otherwise offensive language when representing the Parent Club.
 - c. Refrain from personal attack or harassment on another person.
 - d. Attend to your Board and/or Chair duties, as directed, in a timely manner.

BOARD MEMBERS AND COMMITTEE CHAIRS MUST:

1. Act within the law.
2. Be honest and fair.
3. Observe confidentiality in respect of all information gained through your participation as a Board Member and/or Committee Chair.
4. Treat volunteers, students, staff and community members with respect.
5. Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the **Magnolia PTM Board Member and Committee Chair**

Name of Board member and/or Committee Chair: _____
(please print)

Signed: _____ Date: _____

Failure to abide by the **Magnolia PTM Board Member and Committee Chair Code of Conduct**, will result in review by Magnolia PTM Administration and the Board, and could result in possible removal from position pending outcome.