



Discovery Elementary PTSA 2.6.9

CODE OF CONDUCT 2019-2020

- We will treat each other with respect at all times.
 - We will attempt in good faith to attend all General Membership and Board meetings.
 - We will enthusiastically support and make every effort to attend PTSA events.
 - We will come to meetings ***prepared*** including having the necessary reports from committee chairs or have them attend to report status.
 - We will always keep board discussions (email or otherwise) confidential.
 - Communication
 - Involve only those board members who need to be involved.
 - Keep email communications positive.
 - Do not respond in writing to negative email.
 - Keep in mind that email provides a legal, written record of communication.
 - Be aware of privacy rights
 - Personal Identifiable Information (PII)
 - We will ask for help when we need it and step forward to help others when they need it.
 - We will train our committee chairs on PTSA procedures, follow up with them after an event to give thanks and receive feedback.
 - We will keep our working documentation and electronic files up to date.
 - We will, at the end of our term, train our successor(s) and be available to answer any questions.
- While we may not always agree, we will acknowledge our differences of opinion and fully support the decisions reached by consensus.