

Discovery PTSA 2.6.9

**CODE OF CONDUCT 2021-2022**

* 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.