



## Discovery Elementary PTSA 2.6.9

---

### CODES OF CONDUCT 2015-16

- 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.

*The mission of the Discovery Elementary PTSA is to enhance the educational experience of the children and their families by working in partnership with the teachers, educational staff, and local community. The PTSA gives each child a legislative voice while providing safe, fun, and educationally enriching activities, supported by its own fundraising.*