

Keene's Crossing Elementary PTO Board Code of Conduct

As Members of the Board of a 501 (c)3 nonprofit organization, we recognize a special responsibility to serve the public interest and welfare. Furthermore, as an entity working closely with children , we acknowledge our heightened obligation to act with integrity, professionalism, and care.. We are committed to conducting ourselves always with the highest degree of honesty in full support of our mission while upholding the good reputation of our organization. This is the shared duty of all Board Members and volunteers

As a Member of the Board, I will:

Governance & Ethics

- Recognize that authority rests in legal meetings of the Board, not in individual Board Members;
- Support the majority decisions of the Board;
- Stay informed about developments and issues that may come before the Board to which I owe my best judgment;
- Act always in good faith and with the care and diligence that a prudent person in this position would exercise;
- Conform all actions to the requirements of the law and ethical principles;

Professional Conduct

- Recognize that my words and actions on school property and in social media forums directly reflect on the KCE PTO and Keene's Crossing Elementary;
- Treat Orange County School District staff, PTO members, volunteers, children and vendors respectfully at all times.
- Refrain from engaging in any form of discrimination, harassment or disrespectful communication.
- Commit to fostering a culture of inclusivity, transparency, and collaboration within the PTO.
- Use clear and constructive and solution-oriented communication in all PTO-related interactions.

Attendance & Participation

- Attend a majority of meetings and participate in discussions and actions of the Board as required by my role;
- Maintain reasonable availability and responsiveness consistent with the responsibilities of my position.

- Communicate proactively if workload, personal circumstances, or availability impact my ability to fulfill my duties.

Participation in PTO Events and Responsibilities

- Actively participate in PTO-sponsored events and activities as part of my role on the Board. Participation includes, but is not limited to: preparing for events, setting up, cleaning up, communicating information to the community, assisting with volunteer coordination, and supporting event operations as needed.
- Share responsibility for major PTO initiatives so that no event or program relies disproportionately on a small number of Board Members.
- Communicate proactively if I am unable to participate in a specific event or task due to a conflict, and seek alternative ways to contribute when possible.
- Recognize that fulfilling the responsibilities of my position includes being present, involved, and supportive of the PTO's programs, events, and community engagement efforts, consistent with expectations outlined in the bylaws and the Code of Conduct.

Financial Stewardship

- Ensure that the organization is financially secure;
- Ensure that funds are appropriately used to achieve the goals of the organization and are in keeping with the wishes of our donors;
- Use organizational resources only for their intended purpose and never convert them to personal use;
- Recommend and promote transactions only in the best interests of the organization;
- Declare any conflicts of interest (real or apparent) between my personal/professional life and my position on the Board and abstain from voting or participating whenever appropriate;
- Honor the confidentiality of Board proceedings and sensitive financial information (such as, but not limited to, bank account numbers and donor information).

Confidentiality & Information Handling

Confidentiality of PTO Discussions

- Treat all discussions, deliberations, and decisions made during board meetings and in private communication channels (such as Slack) as confidential unless explicitly stated by the Board.
- Share information externally only when it is clearly intended for public dissemination (e.g., event dates, themes, volunteer needs).
- Refrain from sharing details of Board discussions with individuals or groups not part of the Board unless necessary for PTO duties and approved by the Board.

Respect the Privacy of Board Members

- Avoid discussing or disclosing the opinions, comments, or votes of other Board Members outside of official PTO communications unless such disclosure is necessary and authorized by the Board.
- Handle Sensitive Information about school operations, PTO activities, finances, parents, students, staff, and volunteers on a strict need-to-know basis and with appropriate permission.
- **Secure Communication Practices**
 - Use private and approved PTO communication channels (e.g., Slack, official PTO email) for internal discussions.
 - Avoid sharing sensitive information on personal or public platforms.
 - Refrain from taking screenshots or forwarding private PTO discussions without prior consent from the Board.

Use of Official PTO Email Accounts

- Use your official PTO-provided email account for PTO-related communication whenever possible to ensure continuity, transparency, and historical record-keeping.
- Personal email should be avoided for PTO business except in unavoidable situations; in such cases, forward the communication to your PTO email account so it remains part of organizational records.

Responsiveness, Teamwork & Accountability

Responsiveness & Availability

Board Members agree to:

- Maintain timely and appropriate responsiveness to Board communications.
- Communicate promptly if an unexpected delay or conflict arises.
- Engage respectfully when clarification, assistance, or action is needed from others. Board Members understand that effective PTO operations require communication, partnership, and availability.

Collaborative Problem-Solving

- Address concerns, questions, or conflicts directly with the appropriate individuals in a respectful and constructive manner.
- Work collaboratively with fellow Board Members to resolve issues rather than allowing concerns to escalate or bypassing appropriate channels.
- Seek support from the Executive Board when necessary while remaining actively

engaged in the solution.

Accountability in Delegation

When delegating tasks or partnering with volunteers, Board Members agree to:

- Provide clear instructions, expectations, context, and deadlines.
- Ensure volunteers or partners have the information they need to succeed.
- Follow up appropriately and offer support or clarification when needed.
- Understand that delegation does not remove responsibility for the outcomes associated with their role.

Commitment to Fulfilling Role Responsibilities

- Ensure that I can commit the time, communication, and partnership required by my position.
- Seek assistance when overwhelmed rather than becoming unresponsive, disengaged, or unavailable.
- Partner respectfully with fellow Board Members and volunteers to ensure the success of shared responsibilities.

Compliance With School & District Requirements

ADDitions & Volunteer Clearance

Board Members agree to:

- Maintain current ADDitions approval as required for volunteers.
 - Notify the Board immediately if their clearance lapses, is delayed, or encounters challenges.
 - Refrain from performing duties requiring clearance until approval is restored.
 - Collaborate with school staff and the Board to resolve clearance issues promptly.
 - **Resolve any ADDitions lapse or delay within a reasonable timeframe (typically within 14 days), unless extenuating circumstances are communicated and approved by the Executive Board.**
 - **Understand that inability to obtain or maintain required ADDitions clearance—after the reasonable timeframe—constitutes grounds for immediate removal from the Board position, as the Member is unable to fulfill essential duties of the role.**
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The Code of Conduct applies to all interactions including in person meetings, school events, online discussion spaces, blogs, forums, social media sites, and other wired and wireless communication methods.

Violations of this Code of Conduct will first be assessed to determine whether they can be easily corrected through communication and guidance. If a violation cannot be easily corrected, it will be reviewed by the Board and may result in actions deemed appropriate, including a potential vote to be removed from office.

Affirmation

I affirm that I have read, understand, and will abide by this Code of Conduct.

Signature_____ Date_____