



## Lenox Elementary School PTA Volunteer Code of Conduct



### As a member of the Lenox Elementary School PTA, I will:

- ...*advocate for children* at all times and with anyone with whom I come in contact. I understand that this is my primary focus.
- ...present myself in a *professional* manner at all times when doing PTA work. Professionalism is demonstrated through my words, dress, behavior, and acquired knowledge.
- ...conduct myself in an *ethical* manner. I will be ethical in my choices and responsible and accountable for my decisions.
- ...be *respectful* of others. I will listen when others are speaking, respect other's opinions, and treat others as I would like to be treated.
- ... *abide by school rules, report to the office and sign in when attending an in school event.*
- ...*be reliable* and perform my duties to the best of my abilities in a *cooperative* and timely manner.
- ...*communicate* in a clear and concise manner without harshness or anger.
- ...be *honest* but diplomatic in my dialogue with other members.
- ...work *collaboratively* in-house, with outside organizations, and within the greater community in order to strengthen PTA.
- ...be *open-minded, positive, and approachable* when dealing with fellow members and with the public, presenting a positive and open image.
- ...*dedicate* the time needed to fulfill my duties. If I am temporarily unable to do my PTA job, I will notify the president and work out a plan. If I cannot regularly fulfill my duties, I will resign. I am *responsible* for my duties and assignments.
- ...be *flexible* and open to compromise, and I will adjust my actions as necessary.
- ...remain *accountable* for my words and deeds.
- ...maintain *personal integrity*, protecting my name and reputation as well as that of the PTA.
- ...recognize the value of a *sense of humor* in doing my work. Humor is never at the expense of others.
- ...be *knowledgeable* and acquire information pertinent to my PTA duties, then share and report this information to others. I acknowledge that information should be obtained from a variety of sources including committee folders, past chair/cochairs, and Lenox PTA resources.