

**Holland Township PTO Committee Chair/Co-Chair Code of Conduct**

**CHAIRPERSONS MUST:**

1. Be factual and professional and act with integrity, honesty, and fairness.
2. Maintain strict confidentiality in respect to all information gained through your participation as a Committee Chair/Co-Chair. This includes, but is not limited to, information related to the PTO, PTO members, volunteers, parents, students, teachers, and staff.
3. Treat all PTO members, volunteers, students, teachers, staff, and community members with decency and respect.
4. Respect the dignity of others; refrain from verbal, written, or physical behaviors or language that constitute harassment or abuse when representing the PTO.

**COMMITTEE CHAIRS/CO-CHAIRS HAVE A RESPONSIBILITY TO:**

1. Familiarize yourself with the Holland Township PTO By-Laws.
2. Treat everyone fairly regardless of gender, weight, age, place of origin, color, race, perceived sexual orientation, disability, religion, political belief, employment status, or economic status.
3. Provide constructive and meaningful feedback where and when appropriate. The feedback should help drive and enable solutions and ensure goals are met. Feedback should not be negative, harmful, insulting, abusive, or personal (directed at a person rather than the process or activity.)
4. Refrain from using the position for public or private criticism, or spreading rumors or fabrications, of fellow PTO members, volunteers, parents, students, teachers, and staff.
5. Attend to your responsibilities and duties, including sending monthly status reports to the Vice President, as outlined in the by-laws, in a timely manner.
6. Refrain from publishing or sharing a photograph of any student on any platform or social media site.
7. Contact all participants from the committee sign-up sheets when planning all activities. Include as many committee members as possible throughout the school year.
8. Coordinate with a PTO Officer prior to meeting with school personnel, for example, Dr. Yard, to ensure consistency of message and relationship.
9. Get prior approval from a PTO Officer before sending any letter, flyer, article, etc. home to parents and/or digital backpack.
10. Get PTO approval of all committee decisions, goals, and objectives through a general membership vote.
11. Get PTO approval as to how funds generated from your committee are distributed. The idea is presented to the officers and attending members at a general membership meeting and voted upon.
12. Adhere to the committee budget. If you need to use more than the allocated amount, then you must first contact the PTO Officers.
13. Count and document money received during a fundraising event with one (1) Officer prior to leaving said event. The money is then given to the Treasurer to recount and deposit.
14. Attend a minimum of three (3) general membership meetings during the school year.

The above Code of Conduct shall apply to all interactions including in-person interactions as well as online discussion spaces, blogs, forum pages, social media sites, and other wired and wireless communication methods.

Any member of the PTO can file a grievance against a Committee Chair or Co-Chair in accordance with Article 16 of the PTO By-Laws.

Failure to abide by the Holland Township PTO Committee Chair/Co-Chair Code of Conduct will result in review by the PTO Executive Committee. The PTO Executive Committee may impose a penalty which may include dismissal.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Holland Township PTO Committee Chair/Co-Chair Code of Conduct. I also understand that failure to abide by this code may result in direct dismissal from my position in the PTO.

Name of Member : \_\_\_\_\_(please print)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_