

Bellevue PTSA Council Standards of Conduct

Council Committee Members

Each committee member participating in a Bellevue PTSA Council Committee will adhere to the following standards of conduct. Please sign and return to the Council secretary.

I am a member at _____ (a local Bellevue PTA) for the year _____ that I am participating in a Council Committee.

I will participate in drafting a committee plan of action when our committee starts work. A sample committee plan is available at <https://www.wastatepta.org/pta-leaders/leader-resources/leadership-guides/> under Treasurer Resources. The goal is proactive planning and clear communication with the board so insurance and PTA mission, goals and requirements are covered, not rigid decision making. Committees can revise their plan during the year. Committee plans must be approved by the Council board.

I understand that our committee work and events fall under insurance and PTA requirements that can impact planning and events, including:

- Any contracts and building use reservations must be arranged through the Council Board in advance, this includes any tech needs explained in advance when rooms are reserved so alternate arrangements can be made if the tech is not available.
- Planning for sufficient event staffing, a minimum of two committee members present at all times including setup and cleanup unless other arrangements are made with the Council Board.
- Passwords and online accounts must be kept with the Council President to satisfy requirements of the WSPTA.
- If a committee has line item(s) on the budget, the plan for expenses and any expected income will be shared with the board in the committee plan of action.
- Any money handling must be coordinated with the Council Treasurer to insure that WSPTA best practices are adhered to, this includes that two PTA members taking money together, receipts are issued, tally sheets are used and signed, etc...

I will keep confidential matters confidential.

I will display ethical behavior, endeavoring to do no harm to others or our association. This includes keeping events and activities non-partisan and not promoting candidates for office in any work for the Council.

I will avoid gossip and address issues appropriately with those who are best equipped to address or solve an issue.

These standards will be reviewed annually before October and committee members will be asked to sign a written agreement to adhere to these standards as follows:

By signing this document, I commit to adhering to the standards of conduct established for all members of Bellevue PTSA Council Committees.

Committee Member's Signature, Printed Name and Date