

Wellington PTO Code of Ethics

Adopted May 2009

The long-term success of any Board depends on the competence and integrity of its members and the community that they represent. The purpose of the Wellington School PTO's Code of Ethics is to provide guidelines for making ethical choices in the conduct of everyday PTO work. This code cannot cover every conceivable type of situation you may encounter as a Board member, but it is intended to guide your behavior as you do your job.

The principles and guidelines in this code provide tools of engagement in developing and maintaining a framework for all PTO work and support of its 'Mission Statement' that is to enrich the educational experience of the children, to build a stronger school community, and to facilitate and foster communication between the home and school.

Therefore, the Code of Ethics is divided into two parts: The 'Operating Principles' for the Board as a whole, and the 'Leadership Competencies' for expected individual behaviors of its Board members. It is our intention that together, the principles and competencies will foster an effective and productive PTO Board for our school community.

Operating Principles

Parent/Teacher (customer) Orientation:

To foster a culture that values the interests of parents, teachers, school administration and other Board members, the Board will strive to:

- Listen and respond to the school community
- Promote positive relationships
- Inform the school community of future plans
- Incorporate feedback from all sources into strategies that will achieve long-term benefits for the school community.

Continuous Improvement

With a goal to stay abreast of best practices and be receptive to new and different ways of thinking to foster improvements in the organization, the Board will do its best to:

- Solicit new ideas from all stakeholders in the organization
- Examine new initiatives in light of how they relate to the PTO mission statement
- Seek honest feedback from others.

Respect for People

We try to make it integral in our business decisions to operate in a way that will always uphold and demonstrate dignity and respect to all regardless of our differences. The Board will strive to:

- Engender the respect of others through language and actions that are considered polite
- Be honest and truthful, and maintain confidentiality
- Place a premium on being fair with everyone
- Accept responsibility for mistakes
- Encourage the spirit of on-going cooperation.

Leadership Competencies

Team Leadership

I will use my abilities to encourage teamwork, cooperation and collaboration within the PTO Board and School Community. Due diligence will be taken into account to:

- Manage conflict constructively
- Acknowledge, celebrate, and reward team progress, milestones and successes
- Establish responsibilities, roles, expectations, accountabilities and boundaries
- Adapt style to meet the needs of the situation
- Respect the time of others
- Convey enthusiasm.

Communication

I understand that the ability to provide timely, befitting, and accurate information is essential to others to help them do their jobs effectively. I will strive to be an effective oral and written communicator to:

- Present ideas and information in a way that others can easily understand
- Encourage others to express contrary viewpoints
- Keep people up-to-date with information
- Demonstrate active listening practices through the use of clarifying, confirming, and summarizing communications
- Get necessary approvals for any correspondence to families and teachers **prior** to distribution.

Problem Solving

As needed, I will try to develop innovative and appropriate alternative courses of action that are based on logical assumptions, factual information and thoughtful analysis of resources, constraints and goals. I will do my best to:

- Identify and obtain information needed to understand and solve a problem
- Analyze alternative solutions before making decisions
- Collaborate with others when making decisions
- Take responsibility for decision making.

Conflicts of Interest

I commit to never use my position, influence, and knowledge of confidential school or Board information for personal gain or for personal agendas.

5/26/2009

The By-Laws and this Code of Ethics will be used to assist in governing the term of PTO Board membership. By signing this document, I pledge to observe its spirit in all of my PTO activities in accordance with the tenets set forth above. Should I be unable to fulfill these responsibilities as defined by these documents I understand that I may be asked to resign and that my position may be reassigned. I further understand that any questions or concerns that I have pertaining to this document are to be addressed with either the current PTO president(s) or the School Principal.

By signing below, I am confirming that I have received a copy of the Code of Ethics and that I have read and understand the provisions of the code and will strive to perform those duties in which I have been assigned within the parameters of the 'Mission Statement', 'Operating Principles', and 'Leadership Competencies' to the best of my abilities.

Printed Name

Signature

Date