

BBES PTO 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.

We are dedicated to conducting ourselves always with the highest degree of integrity and honesty in support of our purpose and upholding the good reputation of our organization. This is the common duty and responsibility of all Board Members and volunteers

As a Member of the Board or appointed Committee Chair, I will:

- Recognize that authority is vested in legal meetings of the Board, not 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;
- Attend a majority of meetings and participate in discussions and actions of the Board;
- 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 members;
- 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 (or committee position) and abstain from voting or participating whenever appropriate;
- Honor the confidentiality of Board proceedings and sensitive financial information (e.g. bank account numbers and donor information);
- Honor the confidentiality and privacy of all members of our community including parents, students, faculty, administrators, and the general public;
- Conform all actions to the requirements of the law and ethical principles; and
- Treat Fairfax County Public School District staff, PTO members, volunteers, and vendors respectfully at all times.

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.

Violations of the Code of Conduct will be reviewed by the Board and result in actions deemed appropriate by the Board.

I have read this statement and understand the provisions of the code. I hereby acknowledge that I will perform the duties in which I have been assigned within the parameters of the By-Laws and code of ethics.

Printed Name

Signature

Date

Position