

**Code of Conduct**

**EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

* The ability to keep all discussions confidential.
* The ability to support one another on the Executive Committee and Board of Directors when a consensus is reached.
* The ability to return phone calls and e-mails in a reasonable amount of time (1-2 days) to complete tasks.
* The ability to communicate (verbally or using written communication) in a professional, kind manner.
* The ability to support processes in place for PTSA sponsored activities.
* The ability to listen well and to let all voices be heard at meetings.
* The ability to respect members' ideas and contributions at all meetings.
* The ability to be welcoming to our Samantha Smith community by encouraging families to be involved in our school programs and activities.

Board Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_