



**CASCAD RIDGE
ELEMENTARY**

PTSA

PTSA 2.6.2 • ISSAQUAH SCHOOL DISTRICT • 2020 TROSSACHS BLVD SE, SAMMAMISH 98075

Code of Conduct

Board of Directors Commitment Form 2024 - 2025

I, _____, for the year _____, acknowledge that my personal conduct directly impacts the Cascade Ridge PTSA and community, and in consideration of my position on the CRE PTSA board of directors, I agree to the following during my term on the CRE PTSA board of directors:

I will act in a manner consistent with, and with the intent to carry out the Cascade Ridge PTSA's mission and goals.

I agree to maintain ongoing membership in CRE PTSA. I will attend and actively participate in all regularly scheduled board meetings, except in case of family or business emergency. I will prepare for all board meetings by reviewing any board packet that will be sent to me in advance of meetings, asking questions, attending informational sessions, and doing the appropriate due diligence. With fair and independent judgment and due care in my conduct of CRE PTSA business, I will vote in a manner that I believe serves the best interests of the CRE PTSA.

As a board member, I may be given access to confidential information, materials, email, etc. I will keep board matters confidential and I will not discuss board matters with those who are not board members. I will exercise discretion, sensitivity, and sound judgment in discussing CRE PTSA matters, while protecting privileged or confidential information. If I am unsure if something is confidential, I will contact the CRE PTSA president.

I understand that my role as a board member is to set policy and provide oversight, and I agree to hold my fellow board members accountable for following CRE PTSA Policy as approved by the board. Whenever possible, I will discuss concerns directly with those I work with and make a good-faith attempt to resolve issues prior to escalation.

I agree to be knowledgeable about the CRE PTSA's Articles of Incorporation, standing rules, programs, policies, procedures, finances, and management. I will conduct all organizational and operational duties with professional competence, fairness, impartiality, honesty, efficiency, and effectiveness while demonstrating the highest standards of personal integrity.

I will abide by, and publicly support, all positions and decisions of CRE PTSA's board of directors and members. I will prioritize organizational goals before personal goals when representing the CRE PTSA. I will represent the CRE PTSA appropriately, and I shall not use my title or any PTSA address list to further any personal agenda. I will use my board position title only on correspondence concerning CRE PTSA business.

I agree to conduct myself always in a professional and respectful manner towards PTSA Board Members, all other PTSA representatives and volunteers, and all others with whom I connect in the course of PTSA business.

I agree to abide by the Washington Nonprofit Corporation Act (RCW 24.03A), the CRE PTSA's Articles of Incorporation, standing rules and policies and procedures, and all federal and state regulations that govern the operation of the CRE PTSA.

I recognize that, as a Board Member, my personal beliefs and statements on social media can be perceived as beliefs held by the CRE PTSA. This includes political opinions, criticism of ISD employees, and disclosures about students. I agree to exercise discretion and consider the potential impact on the PTSA's reputation when posting such statements on personal social media accounts. Furthermore, I will not engage in online disputes, offensive language or disrespectful behavior toward fellow CRE PTSA Board Members, ISD employees or students when discussing matters related to the PTSA on social media.

I agree to be fiscally responsible, with other board members, for the CRE PTSA. I will take an active part in reviewing, approving, and monitoring the budget and any fundraising efforts. I agree to be fiscally responsible while executing my duties. I will seek the most economical price in any purchase for CRE PTSA and return expense statements as required in CRE PTSA policy. I recognize that failure to adhere to my conduct to the duties of reasonable care could result in personal liability in the event of mismanagement or a failure of oversight.

By signing this document, I accept this Commitment Form. I understand that if I am not able to meet my obligations as a member of the CRE PTSA board of directors, I will offer my resignation either voluntarily or at the request of the CRE PTSA president or CRE PTSA board of directors or may otherwise be removed per the WSPTA Uniform Bylaws.

Signed

Date