

Conduct Expectations



The KerrPTO's Board (President, Vice President, Director of Fundraising & Online Processes, Treasurer, & Secretary), chairs & coordinators, committee members, volunteers, and general members—shall adhere to the following expectations of conduct.

- Keep the main focus on the interest of the children
- Uphold the KPTO bylaws
- Strive to fulfill position description, goals of project, and/or job that you volunteered for
- Refrain from PTO related gossip and general unconstructive behavior
 - Bring PTO related issues to the attention of the program chair/coordinator or a board member (whichever is appropriate for the situation).
- Maintain confidentiality
- When using social media, keep in mind your position within the PTO and how statements may reflect on the organization. The PTO's facebook page has community guidelines posted.

During Meetings

- Be an active listener and add comments, suggestions, & ideas in a thoughtful manner
- Keep side conversations to a minimum while others are speaking
- Silence your cell phones, but if you need to take a call, feel free to take it outside of the meeting room

Committee/Planning Work

- Welcome constructive comments and offers for assistance
- Maintain communication and respond to all inquiries within a timely manner (preferably 24 hours)
- Complete the task at hand—do the work, recruit more volunteers, communicate your needs to get it done
- Follow the committee Plan of Work sent to coordinators/chairs by the board