

## **Issaquah PTSA Council - Board Commitment Form**

This Commitment Form is between the Issaquah PTSA Council (“Issaquah PTSA Council” or “council”), a non-profit corporation organized under the Revised Code of Washington, Chapter 24.03 (“Washington Nonprofit Corporation Act”), and the individual whose signature is affixed below.

**I, \_\_\_\_\_, for the year \_\_\_\_\_, acknowledge that my personal conduct directly impacts Issaquah PTSA Council, and in consideration of my position on the Issaquah PTSA Council Board of Directors, I agree to and confirm the following during my term on the Issaquah PTSA Council Board of Directors:**

### **Recognition of Function of Issaquah PTSA Council**

I recognize that the Issaquah PTSA Council, in conjunction with Washington State PTA (WSPTA) and National PTA, exists to: speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; to support parents in developing skills to raise, protect, and advocate for their children; to encourage parent, teacher, student, and community involvement; to promote opportunities for positive outcomes for children; and to be a financially stable, well-managed organization that promotes diversity, provides quality service to the Issaquah School District PTAs and leaders, models best practices, and values its members. I am fully committed and dedicated to the mission and purposes of Issaquah PTSA Council, WSPTA, and National PTA. I pledge to act in a manner consistent with, and with the intent to carry out, the mission and purpose of Issaquah PTSA Council, WSPTA, and National PTA.

### **Participation in Board Meetings**

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 consent agenda items that is sent to me in advance of meetings. With fair and independent judgment and due care in my conduct of Issaquah PTSA Council business, I agree that I will cast all my votes in a manner that I believe serves the best interest of council.

### **Communication**

I agree that the President is the spokesperson for the Council with the media, the entire Issaquah School District, all affiliated organizations (WSPTA/NPTA/all local PTAs), governmental bodies (school board, City Council, county, Washington State, and National) and all community partners.

I agree that all communication on behalf of Board of Directors, including but not limited to meetings, texts, calls, Facebook posts, emails and website information, shall be reviewed in advance by the President.

I agree that all communication on behalf of Council, including but not limited to meetings, texts, calls, Facebook posts, emails and website information, shall be reviewed in advance by the President and/or board of directors.

I agree that these communication rules apply to all Council officers, directors, committee chairs and of applicable voting delegates.

### **Confidentiality**

I agree to keep board matters confidential and not to discuss board matters with those who are not board members. I will exercise discretion, sensitivity, and sound judgment in discussing council matters, while protecting privileged or confidential information.

### **Management**

I understand that my role as a board member is to set policy and to oversee the management of council. I will adhere to policies set forth by the Issaquah PTSA Council. If I have a concern about a management issue, I agree to contact the president or vice president to address my concern(s). If the president or vice president are unresponsive to my concern, or the issue is not resolved to my satisfaction, I will bring the matter to the attention of the full board in a meeting.

### **Duty of Care**

I agree to be knowledgeable of the Issaquah PTSA Council's Articles of Incorporation, bylaws, programs, policies, procedures, finances, and management. I understand that I am subject to Issaquah PTSA Council's Articles of Incorporation, bylaws, programs, policies, and procedures. 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 adhere to the Board Standards of Conduct enacted by the board for all members.

### **Duty of Loyalty**

I will abide by and publicly support all positions and decisions of the Issaquah PTSA Council Board of Directors. I will prioritize organizational goals before personal goals when representing council. I will represent council appropriately, and I shall not use my title or any PTA address list to further any personal agenda. I will use my board position title only on correspondence concerning council business. My personal correspondence, electronic or otherwise, shall not contain my PTA title.

### **Duty of Professionalism toward Others**

I agree to conduct myself at all times in a professional manner toward all other PTA representatives. I will encourage and support fellow board members. I will, at all times, treat others within the PTA respectfully and in a manner that is in accordance with workplace laws (e.g., in a manner that does not constitute harassment or discrimination).

### **Duty of Legal Compliance**

In addition to these stated commitments to Issaquah PTSA Council, I agree to abide by the Washington Nonprofit Corporations act (RCW 24.03), Issaquah PTSA Council's Articles of Incorporation, bylaws, programs, policies, and procedures, and all federal and state regulations that govern the operation of

Issaquah PTSA Council. I agree to become knowledgeable about all the governmental regulations applicable to the Issaquah PTSA Council. I will require Issaquah PTSA Council to follow those regulations.

**Fiscal Responsibility**

I agree to be fiscally responsible, with other board members, for Issaquah PTSA Council. I will understand the budget and will take an active part in reviewing, approving, and monitoring the budget and any fundraising efforts, to make my best efforts in helping council meet its budget. I agree to be fiscally responsible while executing the work required for my position. I will treat all purchases for council with discretion, seeking the most economical price in any purchase and returning expense statements in a timely manner. I recognize that any failure to adhere my conduct to the duties of reasonable care in my performance of duties for Issaquah PTSA Council could result in personal liability in the event of mismanagement or a failure of oversight of Issaquah PTSA Council's conduct of its nonprofit business.

**Conflict of Interest**

I agree to avoid promotion of or profit from any activity in conflict with the mission and policies of Issaquah PTSA Council and WSPTA. I will exhibit non-partisan conduct while serving as a representative of Issaquah PTSA Council.

**Elected Office**

I will not seek or hold an elected office while serving as an officer or board member of Issaquah PTSA Council. If I do decide to run for such an elected position, I will resign from the board prior to announcing my candidacy.

**Notification and Response (on-going)**

I agree to accept all notices from Issaquah PTSA Council, WSPTA, and other board materials via email. If someone phones or emails information to me, it is my responsibility to respond in a timely and professional manner. I will exemplify responsiveness and open communication in fulfilling the duties and responsibilities as assigned.

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 Issaquah PTSA Council Board of Directors, I will offer my resignation either voluntarily or at the request of the Executive Committee, or I may otherwise be removed per the WSPTA Uniform Bylaws and the Issaquah PTSA Council Standing Rules.

Signed:

Name:	Date:
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