



Code of Conduct

TASIS Parent Association (TPA) Board Members and Volunteers

Congratulations on your appointment to the TPA Board!

Thank you for agreeing to dedicate your time and efforts for the benefit of the children of TASIS. You will find it is sometimes a demanding task, but overall it is a great contribution to the wellbeing of our children.

We are a non-profit, tax-exempt organization under Swiss laws. Regardless of the time and sacrifices you devote, it is our policy that no director, officer or volunteer of our organization should receive any financial benefit or credit for their volunteer activities. *(Out-of-pocket expenses, however, can be reimbursed with substantiation and approval of the board.)*

We have enclosed a copy of our by-laws. The organization handles a great deal of money on an annual basis and we depend to a very large degree on fund-raising. Distinct responsibilities come with being a volunteer of a nonprofit organization. In your position, you have accepted an obligation *to act in the best interests of the organization as a whole*. All directors and officers are expected to adhere carefully to the policies, goals and principles of the organization and to set an example of civic volunteerism. You will find many of our policies and goals in our by-laws.

During your service to our organization and our community, we hope you will keep these principles in mind:

Organizational goals before personal goals. Put the best interests of the entire program ahead of individual desires. We are here to serve all the children with quality programs.

Don't complain about it, do something.

Minimize complaints and pettiness. Look for ways to improve the organization rather than pointing fingers.

Speak up when you have questions or disagree, but support the final decision of the organization.

Once an issue has been discussed and decided, support it and defend it. We may make mistakes, but we do so in good faith with the best interests of all children at heart. Be a good ambassador. Look for opportunities to introduce yourself to parents new to our program. Ask for their comments and input and invite them to help. Be open to all parents. Address rumors and misunderstandings. Ask complainers to help out. By being open and communicating, we can head off misunderstandings.

Accept responsibility.

Take on your share of the work. Do your best, ask for help and look for ways to improve prior practices. Accept blame graciously and give credit to your colleagues. Work together. Work with and communicate with the rest of the board, officers and volunteers. We need to restrain egos and share ideas and responsibility.

Think broadly.

Look at problems from an organization-wide perspective. Focus on the best interests of all the children in general. Look for ways to draw on the expertise of our parents.

Treat your colleagues respectfully.

Give your colleagues the benefit of the doubt. They are volunteers just like you, doing their best to help build a quality program for our kids. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation.

Periodically review the organization and its programs. Take a fresh look at how things are done. Don't be afraid to enlist new talent. Teach them how things have been done in the past, but don't handcuff innovation and improvement. Thank you for your commitment to our organization, and we look forward to working side-by-side with you for the interests of our kids!



TPA Board Member Code of Conduct Contract

This code of conduct has been formulated to clarify the type of conduct that is expected of TPA Board members and officers during their elected year on the Board.

To be elected as a TPA board member you must:

- Be at least 21 years of age.
- Participate in volunteer trainings and activities.
- Sign and abide by the Code of Conduct and bylaws.

BOARD MEMBERS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the activity rather than the person.
3. Consistently display high personal standards and project a favorable image when representing the TPA.
 - a. Refrain from public criticism of fellow volunteers, students and staff..
 - b. Abstain from the use of tobacco products while representing the TPA.
 - c. Abstain from drinking, possessing or be under the influence of alcoholic beverages while representing the TPA.
 - d. Abstain from the use or be under the influence of illegal drugs while representing the TPA
 - e. Refrain from the use of profane, insulting, harassing or otherwise offensive language when representing the TPA.
 - f. Refrain from personal attack or harassment, either visual, verbal or physical on another person.
 - g. Attend to your Board duties, as directed, in a timely manner.

BOARD MEMBERS MUST:

1. Act within the law.
 2. Be honest and fair.
 3. Observe confidentiality in respect of all information gained through your participation as a Board Member.
 4. Treat TPA members, volunteers, students, staff and community members with respect.
 5. Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
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I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the TPA Board Member Code of Conduct.

Name of Board member: _____
(please print)

Signed: _____ Date: _____

Failure to abide by the TPA Board Member Code of Conduct, will result in review by the TPA board and possible suspension or dismissal pending outcome.