

Confidentiality, Ethics and Conflict of Interest Agreement for PTA Board Members

Members of the Kentucky PTA Board (hereinafter referred to as “PTA”) serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA. Board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA. Disclosure by a board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

In consideration of our PTA affiliation with the Kentucky Congress of Parents and Teachers (the Kentucky PTA), for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our PTA bylaws, the PTA policies, positions, procedures and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Not misuse the PTA’s federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statement(s) that will in all likelihood result in harm to the PTA name or brand.
5. Publicly present a united front on decision made as an Executive Board.
6. Maintain confidentiality as a member of the Executive Board.
7. Follow the PTA and school district guidelines for fund-raising.
8. Abide by the following conflict of interest policy:
 1. Board members and/or their families shall not use their relation to this PTA for financial, professional, business, employment, personal, and/or political gain.
 2. A conflict of interest exists when a board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the board member and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the board member to a particular view, goal or decision.
 3. Board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their and/or their extended families’ financial, professional, business, employment, personal and/or political interests.
 4. When a conflict of interest is declared, the executive board members shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote.
 5. The minutes of the meeting shall reflect that a conflict of interest was declared.

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6. Board members shall not:
7. Use PTA's name, influence, or resources for their benefit or gain when running for any public elected office or while serving as an elected official.
 - Example: Suppose member A has a cousin who works in a field that, if member A worked in it, would create a conflict of interest. Member A honestly and in good faith does not believe it will influence his/her view of the issue, but out of an abundance of caution, member A discloses this situation. In that case, the board should be empowered to elicit more details and decide, as a board, whether that relationship is significant enough to be a conflict before the actual matter is discussed and decided.
- ii. Directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.
 - Example: If member A has a business-related conflict on a pending matter but doesn't speak up about it, member B should have the ability to put the issue before the board to determine if the conflict mandates recusal.
- g. An agreement is only as strong as it is enforceable. If there are no consequences for violation, or if those consequences are not sufficient, then enforcement could be an issue. If you are found to be in violation of the confidentiality agreement, you will be charged no more than \$500 and any related attorney fees associated.

Signature Board Member: _____

President Signature: _____

Secretary Signature: _____