

Bay Area Charter School, Inc. Board Members Guidelines

As a Member of the Board of Bay Area Charter School, Inc., I agree to:

- Interact with fellow staff, volunteers, clients and customers in a responsible and professional manner.
- Work conscientiously toward achieving the objectives of BACS in compliance with its philosophy, policies, and procedures and the laws of the State of Texas.
- Perform assigned duties at a satisfactory level of quality, accuracy, neatness, effectiveness and integrity.
- Represent BACS in a professional manner as reflected in dress, behavior and business relationships.
- Work cooperatively with other Board Members, staff members and volunteers in a sincere, tactful and positive manner; to respect the findings, views and actions of fellow board and staff members and volunteers and to use appropriate channels to express judgment on these matters.
- Be punctual and to plan assigned duties to achieve effective and productive use of time.
- Respect the privacy of the people served by BACS and to use information gained in relationships in a responsible manner.
- Keep and hold confidential all information in accordance with BACS policies. This includes facts regarding agencies, clients, and groups served and administrative data.
- Be responsive to the guidance, direction and instructions of supervisors.
- Refuse personal gifts of gratuities over \$10.00 value, including entertainment, merchandise, payments, loans, and services from individuals served by BACS.
- Clearly distinguish in public between statements and actions made as a representative of BACS and those made as an individual.
- Be constantly mindful of the obligation BACS has to portraying a positive image to the contributing public and to organizations and individuals served.
- Understand and help enforce the by-laws of BACS.