



VSBA Code of Conduct for School Board Clerks

As clerk of my local school board, I will strive to be an advocate for students and improve public education and to that end:

1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.
2. I will keep correct and proper record of all the proceedings of the board, and shall prepare such reports and keep such accounts as are required by the code of Virginia.
3. I will notify the Virginia School Boards Association of the names of newly-elected or appointed school board members in a timely manner.
4. I will come to board meetings informed concerning the issues under consideration.
5. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the school board and superintendent.
6. I will refrain from using the clerk position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
7. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the school division.
8. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state school boards associations.
9. I will always remember that the foremost concern of the school division is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a school board clerk.

Board Clerk: _____ Date: _____

Board Chair: _____ Date: _____

Superintendent: _____ Date: _____