

## **Insert Your PTA Name Here** PTSA 2018-2019 Team Agreement

*A team agreement is an agreed-upon set of guidelines that denote how we (Highline Council PTSA officers and committee chairs) will interact with each other this year.*

We promise to do our best to:

1. Foster Good Communication

- Assume best intentions
- Ask questions for clarification
- Be concise
- Be non-partisan
- Maintain confidentiality
- Keep everyone in the loop

1. Be Respectful

- Remember our common goal – making every child’s potential a reality!
- Listen when others are talking (no side conversations)
- When there is a difference of opinion, “agree to disagree” with team members and support the team’s decision

1. Be Accountable

- Set realistic goals
- Follow through
- Ask for help when we need or want it
- Come to meetings prepared
- Take our role and responsibilities seriously

1. Be Supportive

- Be aware of each other’s skill sets
- Know our own strengths and weaknesses
- Teach procedures and jargon to new team members
- Use humor and have fun

By signing this document, you are agreeing to run this PTA with the best of your ability. This document will be stored in the documents notebook, so if any issues arise you can refer back to it.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date