



Parent Information Resource Coordinator Code of Ethics

I, _____, accept a position as a Parent Information Resource Coordinator (PIRC) with the BC Confederation of Parent Advisory Councils.

I have read the:

- BCCPAC Constitution and Bylaws
- BCCPAC Oath of Confidentiality
- BCCPAC Personal Information Protection Policy
- Role of the Parent Information Resource Coordinator

I understand their meaning and solemnly promise to uphold them.

As a volunteer-based organization the following beliefs and principles guide our attitudes and actions:

PRINCIPLED BEHAVIOUR

What we do is principle-driven. We are open, honest, and transparent in all of our relationships. We strive to treat each other and those we serve with integrity, respect, and compassionate caring.

PARTNERSHIPS

By forming partnerships and strategic alliances with those who share our interest in promoting the best possible public education system for all of our children, we can accomplish more than any of us can do on our own.

LEADERSHIP

By demonstrating courage, as well as compassion, knowledge and wisdom, we exercise leadership in the promotion of student achievement through effective, meaningful parent involvement in public education.

LEARNING

We honour the need to grow and learn, using the best possible evidence to guide improvements and constantly evaluate the effectiveness of our work.

RESPONSIBILITY

We believe that student achievement and effective parent involvement in public education is not solely the responsibility of organizations like the BCCPAC. It is a matter of individual and community responsibility. We are committed to working with individuals, communities, and public education partner groups through educational and other initiatives, to promote greater responsibility for student achievement at the community level.

ATTAINING KNOWLEDGE

We will strive to attain knowledge and stay abreast of information regarding BCCPAC policies, directives and literature relevant to our position in the BCCPAC PIRC Program, and to achieve current "best practices" in our work.

SERVICE & ACCOUNTABILITY

We strive to be accountable in order to deserve the trust of those we serve. We measure, track, and report regularly on what we have achieved as well as on what we have not.

We will maintain a high standard of conduct and always act with respect, fairness, honesty, integrity and openness, mindful of others' rights and sensibilities; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.

INTERNAL RELATIONS

We will treat each other with respect and consideration. We will communicate and consult with other PIRCs and BCCPAC staff openly and collegially and in a manner that assists each of us to fulfill our duties and responsibilities faithfully and efficiently. We believe volunteers and staff play equally important but complementary roles, therefore we will recognize each other's contributions and will strive to understand and respect each other's needs and abilities when working together for the benefit of student achievement and effective public education.

CONFLICT OF INTEREST

We will avoid creating or becoming involved in situations which give rise to a conflict of interest or which may be reasonably perceived as a conflict of interest. We will disclose any conflict between our personal interests and the interests of the BCCPAC PIRC program and resolve such conflicts in a transparent manner. We will not engage in any

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activity or transaction, hold any position or perform any function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties, and that may bring the BCCPAC into disrepute.

Conflict of Interest Defined

A conflict of interest is a situation in which someone in a position of trust, has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duties impartially for BCCPAC. Even if there is no evidence of improper actions, a conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his/her position.

More generally, conflict of interest can be defined as any situation in which an individual is in a position to exploit a professional or official capacity in some way for their personal benefit.

ACCOUNTABILITY

We will be as open as possible about the actions we take while respecting and upholding confidentiality as required, will make full and fair disclosure of all relevant information to all those who have the right to know.

COMMUNICATION AND CONFIDENTIALITY

We will strive to be effective volunteers and operate within the approved roles and responsibilities of the PIRC Program.

We recognize that the official spokesperson of BCCPAC is its President. We will only speak on behalf of the BCCPAC if that authority is delegated to us. . We will direct any requests for a statement on behalf of the BCCPAC to the President through the BCCPAC office.

We will treat information obtained through the BCCPAC with confidentiality when its nature calls for it or when this is explicitly requested.

WHISTLE BLOWING

The BCCPAC is committed to achieving the highest possible standards of service to its members, staff, volunteers, education partners, the public and its Directors. In order to achieve this, it encourages staff and volunteers to report any cases of malpractice, illegal acts, or omissions, which adversely affect the BCCPAC's provision of high quality service.

No one who raises concerns responsibly and reasonably shall be discriminated against, disciplined or reprimanded for reporting their concerns or requesting guidance concerning bad practices or application of the Code of Ethics.

RAISING AN ISSUE

Any concerns about an interpretation, application or suspected violation of the Code that members, staff or volunteers are not comfortable raising directly with the person(s) concerned should be brought to the attention of the authorized PIRC Co-ordinator.

The PIRC Co-ordinator will address issues or claims brought forward by PIRCs and make a written recommendation to all persons involved and, as appropriate, to the Chief Operating Officer, Chief Executive Officer and/or President as and when required to satisfactorily resolve the issue.

I, _____, in accepting the position of Parent Information Resource Coordinator as defined in the document "The Role of the Parent Information Resource Coordinator" for the BC Confederation of Parent Advisory Councils, have read, understood, and agree to abide by this Code of Ethics, the BCCPAC Oath of Confidentiality, and BCCPAC Personal Information Protection Act Policy (PIPA).

Upon completion or resignation from the PIRC program, I will return all resource materials, give up all duties, rights and responsibilities, and continue to adhere to the BCCPAC Personal Information Protection Act Policy (PIPA) in regards to all confidential information acquired during my role as a PIRC.

Signature: _____ Date: _____

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