

# Staff Standards

In order to make our members aware of the conduct they have a right to expect from us, the staff of the Illinois Association of School Boards has adopted the following Staff Standards.

## As members of the IASB staff, WE WILL:

1. make excellence in local school governance in support of quality public education our highest priority, and take every opportunity to contribute to the understanding of school boards and their essential role in governing the public schools;
2. set an example for members of school boards and their administrative staffs by always acting in a manner that reflects favorably upon the integrity and reputation of the Association, its leadership, membership and staff;
3. make commitments only after thoughtful consideration and make no promises that will not be kept;
4. represent information as factual only when its accuracy can be verified, clearly distinguish between facts and opinion in our comments, and avoid speculation with information that could put someone else at risk;
5. ensure that anyone who calls on the Association for information or assistance receives a prompt, helpful response;
6. accept full responsibility for the exercise of any authority that has been delegated;
7. model the value of continuous learning by engaging in professional development opportunities and self-improvement activities.

## Further, as members of the IASB staff, WE WILL NOT:

1. take any action or make any commitment that is not legal, ethical, consistent with the mission of the Association, or in the best interest of school boards;
2. use any words or take any action that would intentionally harm individual school board members or administrators;
3. knowingly participate in any activity on behalf of the Association that would be illegal or would abuse a closed session exception under the Open Meetings Act;
4. engage in gossip or divulge information that has been provided in confidence;
5. confuse the distinction between bona fide legal advice and general information about the law or give advice that should come from an attorney;
6. commit the Association to any action that might endanger its financial health or to any expenditure that has not been budgeted or otherwise properly authorized.

As IASB staff members, we agree to live by and be held accountable for these Staff Standards.  
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