



Roles

PA work is a very giving occupation. It provides an excellent opportunity to expand and build relationships across the school – and often beyond. Simultaneously it allows you to become familiar with both students and teachers, and you will obtain an understanding of the way the school/PA work, and not least - you will take part in creating the framework for positive academic and social learning, which is an experience our children will carry with them in the future

All positions and roles in the PA last a year; from the September elections until the following September elections. There is no limit to how long the same person can hold a position. But it must be extended every year by re-election.

The CPR's and their Sub's are elected by the parents in their respective classes. The Teacher Liaison by teacher colleagues.

The other positions in the PA Admin Team will be elected by the CPR's and Sub's at the first CPR meeting of the school year in the following order:

The Chair

The Vice Chair

The Treasurer

The Coordinators: Events, Welcome & Social, The Bulletin and Year Book

If a new position is needed within the PA, or one needs refilling, The Chair will discuss conditions etc. with the Admin Team. When settled, the whole NGG I community will be made aware that a candidate is needed. The PA can approach a specific person for the position, and in cases of several candidates an extraordinary CPR Meeting will be called and an election will take place.

Alternatively, if no candidate volunteers, the position will remain open until the following CPR Meeting, where a new election can be held, the position can be dismantled, or left open.

Please read below for further details.

The Class Parent Representative (CPR) and the Substitute (Sub)

For every class there should be a CPR and a Sub, whose responsibilities include:

- Representing the parents of the class towards the school and within the PA
- Passing messages between parents/teachers/the PA/the school
- Arranging class parent meetings when/if required
- Keeping and maintaining an up dated class list
- Participating 3 times yearly in the CPR Meetings and in the subsequent GM's



- Electing the Coordinators, the Treasurer, the Chair and the Vice Chair at the first CPR Meeting of the year, usually in September

Every year the CPR's and the Sub's are elected in the respective classes at the Information Evenings in September. The elections are organized and run by the homeroom teachers.

As soon as a CPR/Sub has been elected, he/she passes name, telephone number and email address to the homeroom teacher, who will pass the details to the PA Chair.

The Chair

The responsibilities include

- Representing the PA generally
- Being the general contact to the PA
- Making the different parts of the PA work together
- Co-operating with the Coordinators, the Vice Chair and the Treasurer to work out yearly budgets and to steer the PA in the right direction
- Calling and organising monthly PA Admin Meetings
- Calling and organising 3 CPR Meetings
- Bringing forward issues from the CPR's to the GM agenda
- Calling and organising monthly LM's with the NGG I Head
- Administering the Ad Hoc Team (list of helpers to be called in for time limited tasks)
- Making sure the internet site is up dated
- Maintaining and keeping contact lists updated
- Distributing/organising ad hoc tasks concerning the PA

Anyone in the NGG I community can volunteer for the position of Chair. The Chair is elected every year by the CPR's and Sub's at the first CPR Meeting of the new school year, usually in September. In a case of more than one volunteer, the sitting Vice Chair, or the sitting Treasurer, or a sitting Coordinator will organise and run the election.

However, it would be advantageous if a person with profound knowledge of the PA, were to take over when the Chair steps down, ideally the sitting Vice Chair or one of the members of the Admin Team.

The Chair has no voting rights at the yearly elections in the PA, unless he/she is also a CPR.

The Vice Chair

The responsibilities include



- Participating in monthly PA Admin Team Meetings
- Participating in CPR and GM's three times yearly
- Participating in monthly LM's with the Chair and the NGG I Head
- Sharing some of the ad hoc tasks with the Chair
- Shadow-partnering with the Chair in order to be able to stand in
- Co-operating with the Coordinators, the Chair and the Treasurer to work out yearly budgets and to steer the PA the in the right direction

Anyone in the NGG I community can volunteer for the position of Vice Chair. The Vice Chair is elected every year by the CPR's and Sub's at the first CPR Meeting of the new school year, usually in September. In a case of more than one volunteer for the position, the sitting Chair will organise and run the election.

In cases of two candidates – or more – for the position of Chair, Vice Chair position can be given to the Chair candidate with the second most votes for chairmanship. In cases where there are several candidates for both positions, a separate election should be held for the Vice Chairmanship. This election could include candidate/s who did not obtain the Chairmanship.

The Vice Chair has no voting rights at the yearly elections for the PA Admin Team positions, unless he/she is also a CPR.

The Treasurer

The responsibilities include

- Participating in monthly PA Admin Team Meetings
- Participating in CPR Meetings and GM's three times per year
- Generally keeping track of expenses and income
- Reimbursing and paying invoices when required
- Cooperating with the Coordinators and the Vice/Chair to work out yearly budgets and to steer the PA in the right direction
- Draw up a year budget at the beginning of the school year and a balance sheet at the end of it

Anyone in the NGG I community can volunteer for the position of Treasurer. The Treasurer is elected every year by the CPR's and Sub's at the first CPR Meeting of the new school year, usually in September. In a case of more than one volunteer for the position, the sitting Chair will organise and run an election.

The Treasurer has no voting rights in the yearly elections for the PA Admin Team positions, unless he/she is also a CPR.

The Coordinators (Events, Welcome & Social, The Bulletin, The Year Book)

The responsibilities include



- Co-ordinating activities within a particular Team according to routines (See under “Teams”)
- Participating in monthly PCA Admin Team Meetings
- Participating in CPR and GM’s three times yearly
- Generally organising and running activities within a Team
- Co-operating with the other Coordinators, the Chair and the Treasurer to work out yearly budgets and steering the PA in the right direction

Anyone in the NGG I community can volunteer for the Coordinator positions. Coordinators are elected every year by the CPR’s and Sub’s at the first CPR Meeting of the new school year, usually in September. In a case of more than one volunteer for the same position, the sitting Chair will organise and run an election.

A Coordinator has no voting rights at the yearly elections for the Admin Team positions, unless he/she is also a CPR.

Active Group Members (AGM’s)

Everyone in the NGG I community is encouraged to become AGM’s in one or more of the PA Teams. New AGM’s are welcome to join a Team at any time during the school year – and to leave a Team, if the work is unsuitable.

For volunteers who are not able to commit regularly, it is possible to join the Ad Hoc team list. Requests for limited assistance are sent out by the Chair occasionally.

An AGM does not attend any meetings, except for the internal Team Meetings and has no voting rights in the yearly elections for the PA Admin Team positions, unless he/she is also a CPR.

The Teacher Liaison (TL)

Teachers strive to establish partnerships with parents to support student learning. Parents are a willing, strong and positive force. Strong communication is fundamental to this partnership and to building a sense of community between home and school. The TL should work to maintain and strengthen the link between the PA, the teachers and the parent body.

Tasks include:

- Meeting regularly with the NGGI Head and the PA Chair online/physically
- Attending the GM thrice yearly
- Liaise with colleagues, be pro-active and find links and directions where parental/PA input could be useful
- Liase with PA and gather information about their incentives. Feed awareness to families about school/PA led incentives and developments where parental assistance would be of great help. Shared events should always be learning-based.



- Regular contributions to The Bulletin
- Passing messages between teachers/the PA/the school

Every year the TL is elected among the teachers at around the time of the Information Evenings in September. The elections can be organised and run by the school secretary or someone else who is not eligible to vote.

As soon as he/she has been elected, the name/telephone number and email are passed to the PA Chair.

Summary

CPR's and Sub's are elected by parents (class wise) and the Teacher Liaison by teacher colleagues.

The PA Admin Team consisting of Chair, Vice Chair, Coordinators and Treasurer are elected by CPR's and Sub's at the first CPR Meeting of the year.

In cases of more than one candidate for an Admin Team position, whether it be at the first CPR Meeting of the year, or at a later/extraordinary one, elections are organised and run by a sitting member of the Admin Team, usually the Chair, or the Vice Chair, or the Treasurer.

Only CPR's/Sub's have voting rights.

All positions in the PA are held for a year with a possibility for extension by re-election.

AGM's can join/exit throughout the year at a moment's notice. They have no voting rights, do not generally participate in meetings, other than within their Teams, and are only obligated towards their own Teams.