

ARDENNE HIGH SCHOOL PTA
TERMS OF REFERENCE – ELECTED OFFICERS

1. PRESIDENT

- Convenes & Presides Over Meetings.
- Plans Agenda.
- Spearheads projects and activities.
- Reports at General and Annual General Meetings.
- Sits on the Finance Committee.

2. VICE PRESIDENT

- Oversees and monitors Fundraising & Public Relations Committee.
- Follows-up and ensures all decisions taken at the meetings are actioned.
- Presides in the absence of the President.
- Monitors projects of Year Groups.

3. SECRETARY/ASSISTANT SECRETARY

- Records and prepares Minutes of all meetings and distributes same to PTA Executive Members.
- Prepares and distributes the Agenda for all meetings.
- Notifies members of the dates and time of extra-ordinary meetings.
- Books venues for PTA Executive Meetings and arranges refreshments.
- Prepares all correspondence relating to the PTA.

4. TREASURER/ASSISTANT TREASURER

To safeguard the PTA funds through:

- The keeping of proper records of all Financial Transactions.
- Ensuring receipt of invoices and documents substantiating all income and expenditure.
- Obtaining monthly Bank Statements for all current accounts and reconcile these statements.
- Preparing a Statement of Financial Affairs for General and Executive Meetings.
- Spearheading collection of dues.
- Preparing PTA budget for approval by Executive Committee at first Committee meeting for school year.
- Getting audited accounts annually.

For Sub-Committees:

- Oversees income & expenditure for projects.
- Ensures the Project Chairman makes a Financial Report within six weeks of project completion.
- Chairs Finance Committee.

5. PUBLIC RELATIONS OFFICER

- To inform, educate and promote the business of the PTA in order to increase its membership.

ARDENNE HIGH SCHOOL PTA
TERMS OF REFERENCE – COMMITTEES

6. FINANCE COMMITTEE

- Monitors the financial affairs of the PTA.
- Investigates creative ways to invest the finances for the best returns.
- Report on activities of committee at Executive Committee meetings.

7. FUND RAISING (SUB-COMMITTEE OF FINANCE COMMITTEE)

- Works closely with other committees.
- Spearheads Fundraising Activities.
- Informs Treasurer of plans.
- Report on activities of committee at Executive Committee meetings.

8. PUBLIC RELATIONS COMMITTEE

- Creates awareness among parents of the goals and programmes of the PTA.
- Fosters a sense of community and co-operation among parent body.
- Provides publicity of the activities of the PTA/School.
- Encourages participation of as many parents as possible in the activities of the PTA.
- Report on activities of committee at Executive Committee meetings.

9. TECHNICAL & ENVIRONMENTAL COMMITTEE

Purpose

The purpose of the TEC is to support the school in its efforts to maintain the environment in an attractive condition and to ensure that the infrastructure and facilities are safe and functional.

Specific activities will include the following

- Liaise with the school's Maintenance Manager at the start of the school year and identify elements of the facilities or the compound that will require attention.
- Develop a work programme covering projects which may be implemented by the PTA and get confirmation of school authorities as regards the content and phasing of the work.
- Present a work programme, with budget, at Executive Meetings to ensure that funding is available and to collaborate with other Committees, where necessary.
- Liaise with the Maintenance Manager during the year in the implementation of any project; provide other support as requested to ensure proper maintenance of the school environment.
- As necessary, identify and procure the necessary materials, labour and technical services and implement projects.
- Report regularly on activities at committee meetings.
- When requested, provide technical support to the school's administration in addressing issues related to the development of the school's physical infrastructure.
- Provide support to other committees in the technical aspects of their responsibilities.
- Report on activities of committee at Executive Committee meetings.

10. EDUCATION COMMITTEE

Purpose

The purpose of the EC is to work with the school in the ongoing process of delivering quality education, through the provision of inputs from the perspective of the parent body.

Specific activities include the following.

- Engage the teaching staff and administrators in discussion of issues that affect academic performance

- across grades and within subject areas, with a view to their resolution.
- Make representation to staff and/or administration regarding matters that affect the performance of individual students, once it is established that the issue may be generic.
- Maintain awareness of issues arising from the school's internal process of academic analysis and review of examination results (all levels) and provide inputs to assist the school in addressing challenges that arise.
- In collaboration with the school, identify and promote programmes and activities that upgrade the performance of teachers and students.
- Represent the PTA on the Committee responsible for the Teacher Incentive Scheme.
- Collaborate with other Committees, e. g. the Spiritual Development Committee and the Student Welfare Committee in responding to issues which may indirectly affect academic performance.
- Report on activities of committee at Executive Committee meetings.

11. **SPIRITUAL DEVELOPMENT COMMITTEE**

Purpose

Take an active interest in, and promote activities which enhance the spiritual life of students and staff and assist in values orientation through a relationship with Jesus Christ.

Specifically, the activities of the SDC will include the following.

- Take and attend devotions at least once per month/term.
- Work with Guidance Department.
- Find ways to enhance the Spiritual Life of the students.
- Offer support to Teachers and students in times of loss and grief.
- Support the work of the Inter Schools Christian Fellowship as a means of strengthening the lives of Christian students.
- Schedule, lead and/or coordinate times of prayer for specific aspects of school life or sets of students.
- Report on activities of committee at Executive Committee meetings.

12. **STUDENT WELFARE COMMITTEE**

Purpose

The Student Welfare Committee will assist AHS in enhancing the socialization and emotional development of the students, as well as meeting some basic needs.

Specific activities will include the following.

- Assist students who require help with breakfast, lunch, books, uniforms and other basic needs.
- Promote parenting seminars and other activities which empower, strengthen and support the parent body to become better, dynamic parents/individuals.
- Support the school in the provision of mentoring, counselling and guidance services for specific situations.
- Foster the networking of parents with a view to the sharing of experiences related to the academic and developmental needs of students.
- Manage the PTA's Breakfast Program through the Breakfast sub-committee.
- Report on activities of committee at Executive Committee meetings.

13. **SPORTS COMMITTEE**

There is no separate PTA Sports Committee because a there is a similar committee for the school, and there is no need for another. Volunteers for the Sports Committee will function as part of the school's Sport Development Committee, under the direction of the head of the Sports Department.

One member of the PTA Executive will ensure information flow and responses as regards the school's sports activities which require parent input.

ARDENNE HIGH SCHOOL PTA
TERMS OF REFERENCE – GRADE & CLASS REPRESENTATIVES

Purpose

To improve and enhance communication between home and school and address issues related to all aspects of the student life.

Grade Representatives: Grades 7-13

There shall be two (2) volunteers for each Grade, where their child is assigned, one of which shall be a member of the Executive Committee and the other an Alternate member.

Duties:

- Take appropriate steps to enhance all aspects of the learning environment and personal development of the students.
- As necessary, liaise with the Class Representatives, Grade Supervisors, the Form Teachers and the different subject teachers, in order to
- Visit with the different classes in their grades with the knowledge of the class teachers;
- Keep the PTA Executives Committee abreast of the issues concerning their Grade;
- Work with the Class Representatives and class teachers when there is a school or class function;
- Hold regular meetings with the Class Representatives at which the Grade Supervisors are ideally to be present;
- Work with form and subject teachers in a supportive role in classrooms upon invitation;
- Plan and develop strategies to involve parents more in 'classroom mentorship' and have them scheduled.

Class Representatives: Grades 7- 13

There shall be at least two (2) volunteers per class, preferably a male and a female.

Duties:

1. Liaise with teachers, parents and Grade Representatives in order to -
 - (i) address issues of concern raised by parents and teachers respectively;
 - (ii) promote activities that support the learning process and personal development;
2. Arrange for parental participation to regularly conduct or attend morning class devotions, with the knowledge of the form teacher;
3. Work with form teachers and subject teachers in a supportive role in classrooms where an invitation is issued by the teacher;
4. Provide general support with the planning and coordination of activities undertaken by the PTA Executive Committee;
5. Assist in arranging parental involvement in co-curricular activities;
6. Plan and implement strategies for fund-raising for grade.

Nothing is to be undertaken in any classroom, by any of the representatives, without the prior knowledge of the grade supervisors and form teacher.