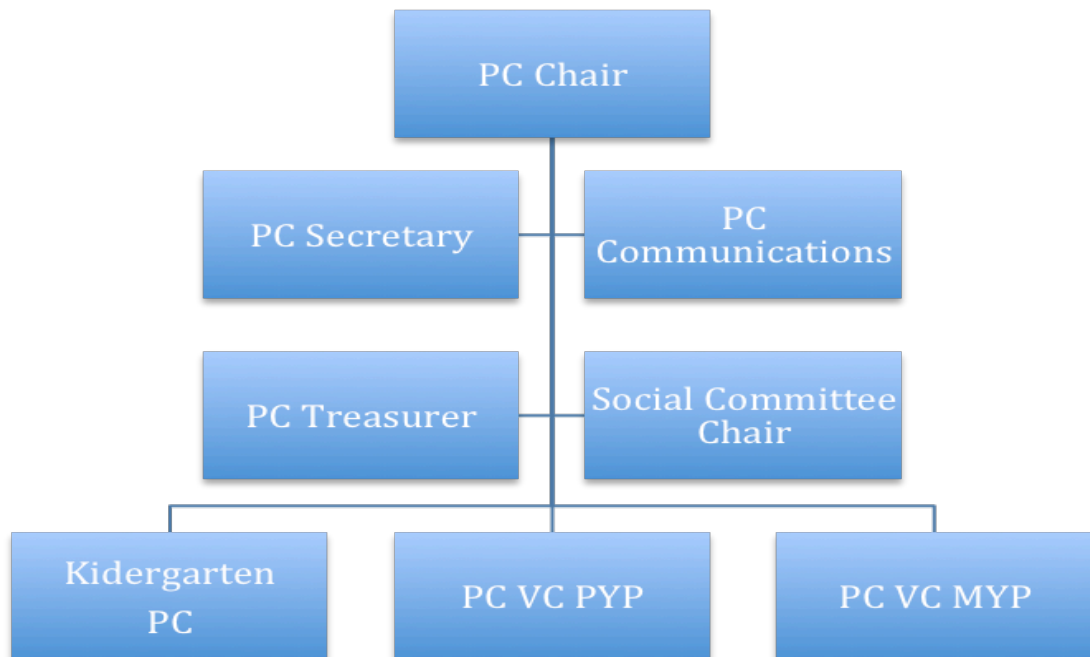


AAGE PC CONSTITUTION : Annex 1



i) PC Chair

- (1) The PC Chair shall chair all PCMC monthly and General Parent Membership Meetings (GPMM) of the PC. In addition, responsibilities include drawing up the Agenda for upcoming meetings, actively managing the daily operations of the PC, officially representing the PC to AAGE's Administration and the Parent Community of students in PYP 4 to MYP 5. The Chair shall ensure all decisions and policies of the PC Rules and Regulations are carried out.
- (2) The PC Chair shall be in regular contact with the Head of School and ensure that clear, concise and collaborative communication exists with the AAGE Administration and among PCMC members and parent body. The PC Chair may convene meetings.

ii) PC Secretary

- (1) The PC Secretary shall take and prepare Minutes in cooperation with the PC Chair of all PCMC meetings, ensuring circulation among the PCMC within two weeks. The PC Secretary shall also take or delegate the responsibility and prepare in consultation with PC Chair the

Minutes of the GPMM, before passing them on to the PC Communications Chair for circulation.

- (2) The PC Secretary is responsible for also keeping a record of all reports and correspondence originated by the PCMC and in addition for the booking and arrangement of rooms for the PC events.

iii) PC Communications Chair

- (1) The PC Communications Chair shall ensure that all Minutes of the GPMM are circulated via both email and uploaded to Managebac based on the current communication channels.
- (2) The PC Communication Chair shall manage the flow of PC communication (event invitations, requests, advisory notices, etc.) between the PCMC, the parent body and the school's Weekly Bulletin by maintaining regular contact with the School's communications person.

iv) PC Treasurer

- (1) The PC Treasurer shall keep an accurate account of all financial transactions incurred by the PCMC, in liaison with the AGGE Business Manager. Monthly income and expense reports for the PCMC are to be also prepared. An annual PC financial report of the proceeding year is to be prepared for the first GPMM of the fiscal year as well as a budget for the new school year.
- (2) The PC Treasurer shall set up and manage a system of reimbursement for expenses incurred by members of the PC.

v) PC Social Committee Chair

- (1) The PC Social Committee Chair shall draw up and manage an annual Event Calendar in consultation with the PCMC and the various Event Leaders, in order to ensure ample notice is given and the scheduled events on the PC Event Calendar actually occur.
- (2) The PC Social Committee Chair shall set up and offer a structure aimed at supporting Event Leaders while also supporting the efforts of the school through positive parental involvement.

vi) Kindergarten PC Chair

- (1) The election of the Kindergarten PC Chair will form part of the Kindergarten PC in terms of the regulations of the School
- (2) The Kindergarten PC Chair shall officially represent the PC to the AAGE Kindergarten (PYP 1- PYP 3) School, supervise all Kindergarten PC sponsored events, represent the PC at all Kindergarten Administration coffees and communicate regularly with the Kindergarten Administration to support the efforts of the school.

vii) PC PYP Vice Chair

- (1) The PYP Vice Chair shall officially represent the PC to the AAGE Primary (PYP4- PYP8) Administration, supervise all Primary Administration PC sponsored events and represent the PC at all Primary School Administration coffees.
- (2) The PYP Vice Chair shall communicate regularly with the Primary Coordinator to support the efforts of the School.
- (3) The PYP Vice Chair shall, in the absence of the PC Chair, share the duties of the PC chair with the PC MYP Vice Chair and may in the event of the vacancy, assume this position for the rest of the PC Chair's term, with all the duties of the position of the PC Chair.

viii) PC MYP Vice Chair

- (1) The MYP Vice Chair shall officially represent the PC to the AAGE Secondary (MYP1 – MYP5) Administration, supervise all Secondary Administration PC sponsored events and represent the PC at all Secondary Administration coffees
- (2) The MYP Vice Chair will communicate regularly with the Secondary Coordinator to support the efforts of the School.
- (3) The MYP Vice Chair shall, in the absence of the PC Chair, share all duties of the PC chair with the PC PYP Vice Chair and may, in the event of the a vacancy, assume this position for the rest of the PC Chair's term, with all the duties of the position of the PC Chair.