

## European School - Parents Association

### **Background**

- 1.1 The European School in Central Asia was officially registered in the Kyrgyz Republic in December 2010.
- 1.2 The official governing bodies of the European School in Central Asia are the 'Assembly of Founders', the 'Supervisory Board', and the 'Management Board'. The school Charter is available from the School website at [www.europeanschool.kg](http://www.europeanschool.kg)
- 1.3 The Assembly of Founders delegated most of their powers to the 'Supervisory Board' on February 7, 2011, after defining the composition of the Supervisory Board as noted below in Article 1.4. The Founders retain the right to elect three members of the Supervisory Board, a right of veto over decisions of the Supervisory Board and the right to approve any changes to the school Charter, before submission to the Ministry of Justice.
- 1.4 On February 7, 2011, the Assembly of Founders decided that the school will have a Supervisory Board of nine members, *"with 3 members elected by the Founders, 3 members elected by the Parents Association, and 3 members elected by an Advisory Council representing recognized institutions in the Kyrgyz Republic with an interest in supporting development of the school. Board members will normally serve for a 3-year term and may be re-elected twice (i.e. maximum 9 years). Terms of the first elected Board members will be fixed at 1, 2 and 3 years (based on the number of votes received) so that 1/3 of the Board seats are elected every year after the first year."*
- 1.5 The Management Board is appointed by the Supervisory Board, comprising one or more senior staff of the school. The roles of the Supervisory Board and Management Board are defined in the Charter, and supplemented by regulations approved by the Supervisory Board. Both bodies have legal obligations for management of the school.
- 1.6 The Parents Association and the Advisory Council are non-judicial organisations that are given rights by decision of the Founders to each elect three members of the Supervisory Board, provide guidance to the Supervisory Board and contribute to the development of an outstanding educational institution.
- 1.7 The initial Regulations of the Parents Association are approved by both the Assembly of Founders and the Parents Association of the European School in Central Asia. Nothing in these regulations may contradict the Charter of the European School, registered in the Ministry of Justice on December 1, 2010.

### **2. Purpose of the Parents Association**

- 2.1 All parents and/or guardians of students in the European School in Central Asia are included in the Parents Association as part of their agreement when enrolling their child in the school.
- 2.2 The Parents Association represents the educational and family-based interests of the parents of students of the European School to ensure that our children's educational experience is positive and memorable.
- 2.3 The role of the Parents Association is to:
  - (i) Ensure that school management are informed of parents' wishes and their proposals relating to the organisation of the school;
  - (ii) Support the School in developing educational facilities and in delivering an excellent educational programme;

- (iii) Contribute, where possible, to solving members' problems relating to their children's education at the School;
- (iv) Facilitate organisation of extra-curricular activities for students and after-school day care;
- (v) Work in partnership with the School to organise cultural and charitable events to facilitate interaction between parents and the integration of the school in the community.

2.4 The Parents Association represents the interests of parents by:

- (i) Electing members of the School Supervisory Board. This is the governing body of the school, covering strategy, management, administration, budget and operations. The Parents Association elects three members of the nine members on the Supervisory Board. Other Board members are elected by the Advisory Council of the School (representing permanent institutions in the Kyrgyz Republic) and the school founders. The Parents Association can raise any issues at Supervisory Board meetings, via the elected representatives on the Board.
- (ii) Meetings with the School Management Board and representation on School working groups. The School Management Board is the executive body of the School dealing with all day-to-day activities. The School Management Board meets with Parent Association representatives at least four times a year to discuss:
  - Health and safety issues
  - Educational facilities – classrooms, library, ITC, materials, equipment, etc;
  - Educational programs and personnel
  - Lunch facilities and menus
  - Extra-curricula and after-school activities
  - Charitable events and activities
  - Other issues
- (iii) Appointing Class Representatives to help parents cooperate in resolving any communication or other issues related to their child's class.
- (iv) Linking with Parents Associations of other International and European schools. As a Parents Association, we establish and maintain contact with other Parents Associations for international schools and European Schools, to share ideas on school development and to assist parents in finding information about new schools when moving to a different region.

2.5 All activities of the Parents Association are conducted on a voluntary basis, with individual parents working for all parents.

2.6 The Association welcomes any input and support that fellow parents may be able to give.

### **3. General Meetings of the Parents Association (PA)**

3.1 The initial General Meeting of all members of the Parents Association (i.e. all parents or guardians of enrolled children) is convened by the Executive Director of the School in September 2011.

3.2 Ordinary General Meetings of the Parents Association, will be held at least 3 times a year, and are convened by the PA Management Committee.

3.3 Extraordinary General Meetings of the Parents Association may be convened by the Chair of the Supervisory Board of the European School (or their nominee) following either (i) a decision of the Management Board of the European School, or (ii) receipt by the Chair of the

- Supervisory Board (or their nominee) of a request for a meeting, signed by at least five members of the Parent Association.
- 3.4 Notification about a General Meeting of the Parents Association will be sent to all members of the Parents Association by email at least one week prior the meeting.
  - 3.5 The Chair of the PA Management Committee and the Chair of the Supervisory Board of the European School (or their nominee) are jointly responsible for articles 3.2, 3.3 and 3.4.
  - 3.6 Agenda items for General Meeting of the Parents Association are normally decided by the PA Management Committee. Any member of the Parents Association can propose an item for discussion on the agenda, by notifying the Chair of the PA Management Committee. Any item that is proposed in writing with signature of at least five members of the Parents Association and submitted to either the Chair of the PA Management Committee or the Chair of the Supervisory Board of the School must (or their nominee) be included in the agenda of the next General Meeting of the Parents Association.
  - 3.7 For voting purposes in the General Meeting of the Parents Association, 'votes held' are based on the number of students enrolled in the school. Each enrolled student represents one vote in the General Meeting, with these votes held by the parent or guardian nominated for voting purposes in the student enrolment form.
  - 3.8 A quorum for meetings in person is 30% of members of the Parent Association, based on the number of 'votes held'.
  - 3.9 Decisions are taken by majority vote of members present (based on 'votes held') for meetings in person. For votes taken in abstentia (by email or postal vote etc), responses must be received from at least 50% of members (based on 'votes held') for the vote to be valid, with the decision taken on a simple majority of those responding (based on 'votes held').
  - 3.10 The Parents Association General Meeting shall:
    - (i) Elect members of the PA Management Committee;
    - (ii) Elect three members (30%) of the Supervisory Board of the European School;
    - (iii) Decide on any proposed changes to these Regulations, by majority vote of all members;
    - (iv) Decide on any other issues included on the agenda of Parents Association meetings.
  - 3.11 The Parents Association General Meeting may:
    - (i) initiate any charitable fundraising events or activities designed to support the School;
    - (ii) make recommendations to the Parents Association PA Management Committee on any aspects of development and management of the European School for the purpose of promoting the aims of the European School, for the benefit of its students;
    - (iii) Do anything else that is compatible with these Regulations and the Charter of the School.

#### **4. Election of members of the PA Management Committee**

- 4.1 The PA Management Committee (hereinafter 'Committee') will have between three and twelve members, with the number decided by the General Meeting of the Parents Association.
- 4.2 The initial Committee will have no more than nine members, elected at the first General Meeting of the Parents Association, with all members elected to serve a 3-year term.

- 4.3 Annual elections thereafter will elect one or more members to the Committee for a three-year term. Members of the Committee may be re-elected twice, i.e. they may serve for maximum nine years on the PA Management Committee.
- 4.4 If one of the Committee members leaves the Committee before the end of their term for any reason, the Parents Association will elect a replacement to serve the remainder of the term, provided more than 9 months remains before the term of service officially ends. Where the remaining term of service is less than 9 months, the position will be left vacant and the annual election will be held as normally planned.
- 4.5 Nominees for the Committee must be members of the Parents Association. Nomination forms are given in Annex 1. Nomination forms are valid when fully completed, including signature of two other members of the Parents Association who are not related to the nominee.
- 4.6 All valid nominees will be invited to make a brief presentation to a Parents Association General Meeting, in advance of the election.
- 4.7 Voting may take place at a General Meeting of the Parents Association, or by email request to all members.
- 4.8 The nominee receiving the most votes is elected to join the Committee.
- 4.9 Membership in the Committee may be revoked by a majority vote in the General Meeting of the Parents Association for any reason decided by the Parents Association.

### ***5. Election of Members of the Supervisory Board by the Parents Association***

- 5.1 The Parents Association will elect three members (30%) of the Supervisory Board of the European School.
- 5.2 The initial election of three Supervisory Board members will take place soon after formation of the Parents Association. Of these three members, the one receiving most votes will have a three-year term on the Supervisory Board, the second a two-year term and the third a one-year term. Where candidates receive equal votes in the election, the Parents Association will hold a separate vote on which candidate will serve, three, two or one year terms, as appropriate.
- 5.3 Annual elections thereafter will elect one member of the Supervisory Board for a three-year term. Members of the Supervisory Board may be re-elected twice, i.e. they may serve for maximum nine years on the Supervisory Board.
- 5.4 If one of these Supervisory Board members leaves the Supervisory Board before the end of their term for any reason, the Parents Association will elect a replacement to serve the remainder of the term, provided more than 9 months remains before the term of service officially ends. Where the remaining term of service is less than 9 months, the position will be left vacant and the annual election will be held as normally planned.
- 5.5 Supervisory Board members elected by the Parents Association are expected to represent the educational and family-based interests of the parents of students of the European School to ensure that our children's educational experience is positive and memorable.
- 5.6 Any person based in the Kyrgyz Republic may be nominated for election to the Supervisory Board, using the form in Annex 1. Nomination forms are valid when fully completed, including signature of two members of the Parents Association who are not related to the nominee.
- 5.7 All valid nominees will be invited to make a brief presentation to a Parents Association General Meeting, in advance of the election vote for members of the Supervisory Board.
- 5.8 Voting may take place at a General Meeting of the Parents Association, or by email request to all members.

- 5.9 The nominee receiving the most votes is elected to join the Supervisory Board. If the vote fails for any reason, the Parents Association must organise another vote within one month.

## **6. Election of Class Representatives**

- 6.1 In the initial development phase of the School, members of the PA Management Committee will fulfil the role of Class Representatives with named individuals for each class decided by the Management Committee from within the Committee members, or the Management Committee may co-opt Class Representatives for those classes not represented amongst Management Committee members. The co-opted Class Representatives may attend Management Committee meetings in a non-voting capacity.
- 6.2 When the number of students and classes expands significantly, the Parents Association General Meeting will agree on a system for direct election of individual Class Representatives by the parents of children in each class.

## **7. The PA Management Committee – Membership and Officers**

### **Membership of the Committee**

- 7.1 Members are elected to the Committee by the Parents Association General Meeting.
- 7.2 Each member of the Committee has a duty to make a positive contribution to the Parents Association, in the field of administration/management, organisation or education, and to endeavour to represent all members of the Parents Association at Committee meetings.
- 7.3 Membership in the Committee will be published on the website of the school and the website of the Parents Association, including very brief biographical information and an email contact address for each Committee member.
- 7.4 Membership in the Committee automatically lapses if a member does not attend Committee meetings for a period of six months without reasonable explanation for absence.
- 7.5 Members may leave the Committee at any time by submission of written resignation to the Chair of the Committee.

### **Appointment of Officers**

- 7.6 The initial meeting of the Committee will elect a Chair, a Vice-Chair, a Secretary, and any other officers as decided by the Committee.
- 7.7 Officers will serve for a one-year term, and may be re-elected twice (i.e. maximum 3 years continuous service).
- 7.8 The officers may resign at any time by notice in writing to all members of the Committee. The members of the Committee may also remove any officers at any time, by a majority vote of all members of the Committee. Resignation or removal from a position as office holder has no impact on membership in the Committee.
- 7.9 If the Committee does not have a Chair, or a Vice-Chair or a Secretary, these officers must be elected at the next meeting of the Committee.
- 7.10 The Committee must also agree delegation of responsibility to individual Committee members to take a leadership role in the Parent Association for:
- (i) Class Representation, for each class in the School;
  - (ii) Health and safety issues;
  - (iii) Educational facilities – classrooms, library, ITC, materials, equipment, etc;
  - (iv) Educational programs and personnel;

- (v) Lunch facilities and menus;
- (vi) Extra-curricula and after-school activities;
- (vii) Charitable events and activities;
- (viii) Any other issue decided by the Committee.

- 7.11 Each Committee member must take lead responsibility for at least one of the roles listed in Article 7.10.
- 7.12 A Committee member may not be Class Representative for more than two classes and may not take lead responsibility for more than two other issues listed in Article 7.10.
- 7.13 The list of Committee officers and allocation of Class representation and leadership roles must be notified to all Parent Association members and made accessible on both the School and PA websites.

### **8. The PA Management Committee – Meetings and Procedures**

- 8.1 The initial meeting of the PA Management Committee will take place within 2 weeks of the initial elections to this Committee by the Parents Association.
- 8.2 Meetings of the Committee will be held at least 6 times a year, and are convened by the Chair, or by the Secretary, or at the request of any three members of the Committee.
- 8.3 The Committee may fix the times of its own meetings and any procedures not defined in these Regulations.
- 8.4 A quorum of the Committee is the presence of at least 50% of the members.
- 8.5 Each member of the Committee has one vote. An absent Committee member may delegate their vote to another Committee member, if delegation is in writing. Votes are approved by a simple majority of members present at a meeting of the Committee, including delegated votes. In case of equal votes on any question, the Chair has a casting vote.
- 8.6 Voting by email is permitted for time sensitive issues when it is not practical to schedule a Committee meeting. Email votes are approved by a simple majority of all Committee members. In case of equal votes on any question, the Chair has a casting vote. All email approvals must be noted in the minutes of the next official Committee meeting.
- 8.7 Official minutes of Committee meetings will be prepared by the Secretary and approved by the Chair before circulation to Committee members. Minutes will be circulated within 10 working days of Committee meetings and will be reviewed for accuracy and matters arising at the next meeting of the Committee.
- 8.8 Minutes of Committee meetings will be published on the Parents Association website, accessible by members of the Parents Association.

### **9. The PA Management Committee – Responsibilities**

#### **Overall Committee**

- 9.1 The Committee shall:
- (i) discuss and evaluate the Development Plans and Annual Report of the European School from the perspective of students and parents and make recommendations on any issue to the Supervisory Board;
  - (ii) make recommendations to the School Supervisory Board on any aspects of development and management of the European School for the purpose of promoting the aims of the European School, for the benefit of its students;

- (v) meet with the School Management Board at least four times a year to discuss:
  - Health and safety issues
  - Educational facilities – classrooms, library, ITC, materials, equipment, etc
  - Educational programs and personnel
  - Lunch facilities and menus
  - Extra-curricula and after-school activities
  - Charitable events and activities
  - Other issues
- (iii) decide on any other issues included on the agenda of Committee meetings.

9.2 The Committee may:

- (i) initiate any charitable fundraising events or activities designed to support the School;
- (ii) appoint any Working Groups as required to support its activities;
- (iii) appeal for voluntary support from PA members to support any activities of the School or the Parents Association, and organise and assist any volunteers as required;
- (iv) do anything else that is compatible with these Regulations and the Charter of the School.

**Chairperson and Vice Chair**

9.3 The Chairperson:

- (i) Supervises the affairs of the Parents Association;
- (ii) Directs the Committee meetings and the General Meetings;
- (iii) Is the first representative of the Parents Association towards third parties;
- (iv) Ensures that the Parents Association is in compliance with these Regulations;
- (v) Ensures that the Committee makes a strategic plan before the start of each year;
- (vi) Ensures that the decisions of the Committee and the General Meeting are carried out;
- (vii) Ensures that Committee members and any PA Working Groups fulfil their responsibilities;
- (viii) Cooperates with the School Management Board in producing the School's Yearbook
- (ix) Organises events in cooperation with the School Management Board (such as coffee mornings, information evenings and annual party) to bring parents together;
- (x) Is an official signatory for the Parents Association, except in cases where the Secretary's or other officers' signature is also required.

9.4 The Vice-Chair performs all of the duties of the Chair when the Chair is unable to perform such duties for any reason.

**Secretary**

9.5 The Secretary:

- (i) Receives all correspondence (letters or emails) of an official nature and replies as appropriate;
- (ii) Informs the relevant Committee member about any correspondence, facts and notices that reach the Secretary and does so without delay;

- (iii) Convenes Committee meetings and General Meetings, as directed by the Chair or by these Regulations
- (iv) Compiles the agenda for all Committee meetings and for the General Meeting
- (v) Ensures the recording of minutes<sup>1</sup> of all Committee meetings and the General Meeting and that minutes are approved by the Chair and made available to members within 10 days of meetings.
- (vi) Ensures that signed minutes are scanned and made available on the website, accessible by all members of the Parents Association.
- (vii) Ensures that the list and contact details of Parents Association members is complete, in coordination with the Chair of the Supervisory Board of the School (or their nominee).
- (viii) Maintains a contact database for the Parents Association including both members and relevant non-members (School staff, Advisory Council, other schools, etc) and makes this database available to all Committee members.
- (ix) Publishes a Parents Association Newsletter at least once a term.
- (x) Develops and maintains up-to-date materials on the Parents Association (such as website, posters, leaflets and notice boards).
- (xi) Establishes and maintains links with parents associations of other International and European schools, to share ideas on school development and to assist parents in finding information about new schools when moving to a different region.
- (xii) Is an official signatory for the Parents Association, except in cases where the Chairperson's or other officers' signature is also required.
- (xiii) Ensures that all electronic and hard copy records of the Parents Association are maintained and passed on to any subsequent Secretary of the PA.

### **Class Representatives**

#### 9.6 Class Representatives:

- (i) Identify all parents/guardians of class students, email all these parents/guardians to introduce themselves and organise an informal meeting to meet the parents/guardians and discuss school activities;
- (ii) Organise additional informal meetings for parents/guardians for discussion of school issues at least once a term.
- (iii) Are the first point of contact for the Parents Association if parents/guardians want to raise any issues related to their child's class;
- (iv) Ensure that all parents/guardians in a class have a class contact list, including all other parents/guardians, teachers, and the Class Representative, and encourage the parents/guardians to communicate with each other;
- (v) Report to the Committee on any substantive issues raised by parents/guardians.

### **Leadership Roles**

9.7 Any Committee member appointed to a Leadership Role may call for Parent Association volunteers to assist them in their work, provided this appeal has been approved by the Committee.

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<sup>1</sup> The Secretary may nominate another person (by agreement) as the minute secretary for any General Meeting or Committee meeting



9.8 Any Committee member appointed to a Leadership Role must report on progress at each Committee meeting.

9.9 Specific responsibilities for each sector include:

**(i) Health and safety issues**

- Represent the Parents Association in the School's Working Group on Health and Safety.
- Present proposals from the PA Management Committee to the School's Working Group on Health and Safety, including proposals related to general issues of health, security and safety in the city, the security of school premises, road safety, building condition, fire safety, staff and student behaviour, etc.
- Assist in the formulation of the School policies, rules and campaigns on health and safety issues (e.g. anti-bullying policy, smoking ban).
- Monitor health and safety issues as experienced and/or reported by students and parents
- Report back to the Committee on all these issues.

**(ii) Educational facilities – classrooms, library, ITC, materials, equipment**

- Represent the Parents Association on the School's Working Group on Facilities Development.
- Present proposals from the PA Management Committee to the School's Working Group on Facilities Development, including proposals related to new buildings, renovation, play areas, classrooms, library, ITC facilities etc.
- Monitor school facilities issues as experienced and/or reported by students and parents
- Work in partnership with the School Management Board to call for and organise volunteers to help in development of school facilities and in making facilities (such as libraries, ITC equipment, and play areas) available to students for maximum benefit.
- Report back to the Committee on all these issues

**(iii) Educational programs and personnel**

- Represent the Parents Association on the School's Working Group on Educational Programmes.
- Present proposals from the PA Management Committee to the School's Working Group on Educational Programmes, including proposals to expand, reduce or revise the programme.
- Monitor the school educational programme issues as experienced and/or reported by students and parents
- Ensure that any issues raised by Class Representatives about educational programmes or personnel are discussed by the PA Management Committee and, where appropriate, raised at the School's Working Group on Educational Programmes, or the School Management Board.
- Work in partnership with the School Management Board to call for and organise volunteers to help the School in developing and delivering the educational program.
- Report back to the Committee on all these issues

**(iv) Lunch facilities and menus**

- Represent the Parents Association to the School personnel responsible for lunch facilities and menus.
- Present any proposals on lunch and facilities from the PA Management Committee to the School personnel responsible for lunch facilities and menus, or to the School Management Board if appropriate.
- Monitor the school lunch facilities and menus issues as experienced and/or reported by students and parents
- Work in partnership with the School Management Board to call for and organise volunteers to help improve school lunch facilities and menus as required.
- Report back to the Committee on all these issues

**(v) Extra-curricula and after-school activities**

- Represent the Parents Association on any School working groups related to extra-curricula or after-school activities.
- Work in partnership with the School Management Board to call for and organise suitably qualified volunteers to help the School in developing and delivering extra-curricula and after-school activities.
- Present proposals from the PA Management Committee to any relevant school working groups, or the School Management Board, if appropriate, including proposals to expand, reduce or revise the programme.
- Monitor the school extra-curricula and after-school activities programme issues as experienced and/or reported by students and parents
- Ensure that any issues raised by Class Representatives about extra-curricula and after-school activities programme issues are discussed by the PA Management Committee and, where appropriate, raised at the School Management Board.
- Report back to the Committee on all these issues

**(vi) Charitable events and activities**

- Represent the Parents Association on any School working groups related to charitable events and activities.
- Work in partnership with the School Management Board to call for and organise volunteers to help the School in developing and running charitable events and activities.
- Present proposals on charitable events and activities from the PA Management Committee to any relevant school working groups, or the School Management Board.
- Organise charitable events and activities on behalf of the Parents Association, independent of the School, with the charitable purpose clearly defined and announced as either (i) the School Development Fund, or (ii) the School Scholarship Fund for disadvantaged children, or (iii) other specific charity in Central Asia to assist disadvantaged children.
- Charitable events organised by the Parents Association may include an annual party to coincide with a School Open Day, with responsibility for organising volunteers, venue, theme, music, menus, invitations, tickets, lotteries, etc
- Report back to the Committee on all these issues

**Parents Association Working Groups**

- 9.10 The Committee may appoint a PA Working Groups to support a particular area of work.
- 9.11 Members of the PA Working Group may be members of the Parents Associations or others selected for their professional skills. All input to Working Groups is on a voluntary basis.
- 9.12 In all cases, the Chair of the PA Working Group is the member of the PA Management Committee responsible for this area of work and s/he will report on Working Group progress to the PA Management Committee.

**10. Obligations of the Parents Association**

- 10.1 The Parents Association is a non-judicial organisation and has no legal obligations.
- 10.2 The Parents Association is governed by these Regulations and is obliged to adhere to them.

**11. Finance and Support for Parents Association meetings and activities**

- 11.1 The Parents Association is not a legal entity, so does not have its own funds or financial responsibilities.
- 11.2 The European School in Central Asia, or any members of the Parents Association, may provide facilities and support for meetings and other activities of the Parents Association by mutual agreement.
- 11.3 The Chair of the Supervisory Board of the European School (or their nominee) is responsible for providing support to the Chair of the Parents Association in organising meetings of the Parents Association, providing communications with members of the Parents Association and between the Parents Association and other bodies of the school.
- 11.4 Members and office holders of the Parents Association are not paid for their duties, nor are any expenses reimbursed.

**12. Introducing changes and amendments to these Regulations.**

- 12.1 The initial version of these regulations is prepared and approved by the Assembly of Founders, for approval by the first General Meeting of the Parents Association. Any amendments may be made independently by the Parents Association, provided they do not contradict the Charter of the European School or prior decisions of the Assembly of Founders.
- 12.2 Amendments may be proposed and approved by a meeting of the PA Management Committee, then submitted to a General Meeting of the Parents Association for confirmation.
- 12.3 Changes to these Regulations come into effect after approval by a General Meeting of the Parents Association. Amended regulations should be submitted to the Assembly of Founders, the School Supervisory Board and School Management Board for information.

**13. Miscellaneous**

- 13.1 The working language of the Parents Association and of its meetings shall be the English language.
- 13.2 No member of the Parents Association shall receive any remuneration or can benefit financially from the European School except: (i) interest, the amount having been declared beforehand, on funds loaned to the School; (ii) payment for a service or a supply received by the European School on reasonable terms. The provisions of this Article shall not affect the remuneration of any employee of the European School.

- 13.3 No member of the Parents Association has the right to state that they are acting on behalf of the European School, without prior written approval of the School Supervisory Board.
- 13.4 No member of the Parents Association has the right to state that they are acting on behalf of the Parents Association of the European School, without prior written approval of the PA Management Committee.
- 13.5 All members of the Parents Association have the right to state that they are members of the Parents Association and to inform others of the role of the Parents Association of the European School and of their own role within it.
- 13.6 All members of the Parents Association have the right to circulate to others any non-confidential documents or information issued by the European School or the Parents Association. Members must keep confidential any confidential information released to them by the Parents Association, if the information has been specifically declared as confidential.

#### **14. Approval and Signature**

##### **Approved by the Assembly of Founders on 7 March 2011**

Signed

Date \_\_\_\_\_

Mark Witschi, Chair

##### **Approved by the Parents Association General Meeting on 23 November 2011**

Signed

Date \_\_\_\_\_

Chair of the PA Management Committee

**Annex 1: Nomination form for elections to the PA Management Committee**

**PA Management Committee Nomination Form - Month, Year**

**Nominee Name:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Brief Profile:** (around 100 words professional and personal summary to be added to the school website if elected) \_\_\_\_\_

**Commitment:** I confirm that I wish to be elected to serve on the Management Committee of the Parents Association for up to three years. If elected to this position, I confirm my commitment to abide by the Charter of the School and the Regulations of the Parents Association, and to use my personal and professional abilities to make a positive contribution to the Parents Association to help ensure that our children’s educational experience is positive and memorable.

**Signature of Nominee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Nominated by Parents Association members***

The form must be signed by two members of the Parents Association who are not related to the nominee

<b>Member 1</b>	<b>Member 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

The completed form must be given to the Secretary of the PA Management Committee or the Chair of the Supervisory Board of the European School (or their nominee) before **xxdatexx.**

**Annex 2: Nomination form for Parents Association elections to the Supervisory Board**

**ESCA Supervisory Board Nomination Form - Month, Year**

**Nominee Name:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Brief Profile:** (around 100 words professional and personal summary to be added to the school website if elected) \_\_\_\_\_

**Commitment:** I confirm that I wish to be elected by the Parents Association of the European School to serve on the Supervisory Board of the European School for up to three years. If elected to this position I confirm my commitment to abide by the Charter of the School and the Regulations of the Supervisory Board and to use my personal and professional abilities to contribute to the development and management of the School as an outstanding educational institution. I confirm that to the best of my ability, I will represent the educational and family-based interests of the parents of students of the European School to ensure that our children’s educational experience is positive and memorable.

**Signature of Nominee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Nominated by Parents Association members***

The form must be signed by two members of the Parents Association who are not related to the nominee

<b>Member 1</b>	<b>Member 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

**The completed form must be given to the Chair of the PA Management Committee or the Chair of the Supervisory Board of the European School (or their nominee) before **xxdatexx**.**