

International School Moshi

Parent Association Terms of Reference

2.303 Parent Association

The Board supports the principle of an active Parent Association bringing together parents working for the good of the whole School. To this end there shall be a Parent Association (hereinafter called the PA) within the school acting under the authority of the Board.

Terms of Reference of the Parent Association:

A. Objectives

The objectives of the Parent Association shall be to:

1. Support the Mission, Philosophy and Objectives of the School by
 - 1.1 Encouraging all members of the parent community to actively support the School's mission,
 - 1.2 Supporting the principle of International School Moshi as one school with two campuses.
2. Support and enrich the School community through:
 - 2.1 Encouraging parents to promote, organize and support cultural events.
 - 2.2 Organizing social events to foster links within the community, including welcoming new parents and community members.
 - 2.3 Promoting the image of the School by assisting with marketing and promotion activities.
3. Raise funds for School activities/resources or for wider community activities endorsed by the School, through various events.

B. Membership

Any parent or legal guardian of any student currently enrolled in International School Moshi shall be a member of the Parent Association.

C. Annual General Meeting

The Annual General Meeting (AGM) shall take place once per school year before the November/December meeting of the Board. All members of the PA shall be invited to attend. The agenda for the PA shall be set by the existing PA Committee and shall be circulated to all members at least one month before the date of the AGM. The quorum at an AGM shall be twenty-five members.

D. Changes to the PA Terms of Reference

The Terms of Reference of the PA form a part of Board policy and can be amended in the same way as any other changes to Board policy as described in Board policy 2.50.

E. PA Committee and Selection

1. The Parents Association shall be governed by a committee elected by all the members of the association present at the AGM. The committee shall consist of eight members of whom at least four must have a child enrolled in the Arusha Campus and at least four must have a child enrolled in the Moshi Campus. Amongst the four committee members from each campus, at least one must have a child enrolled in Primary and at least one must have a child enrolled in the Middle or Diploma years. One of the eight members must have a child enrolled in boarding.
2. Nomination of candidates for election to the committee may be made in writing prior to the AGM or from the floor at the AGM and each nomination must also be seconded. Candidates must signal their agreement to nomination before their candidacy is recognized. Members must be in good standing with the School with regard to fees in order to be eligible for candidacy.
3. The election of parents to the committee shall be by simple majority voting, with the first eligible candidate receiving the most votes being first elected, the next eligible candidate being next elected, and so on.
4. Candidates will normally be elected for two year terms with half the committee being elected or re-elected at each AGM. In the event that a position on the committee falls vacant just before an AGM, an additional member may be elected at the AGM. In the event that a position on the committee falls vacant during the school year, the PA Committee may nominate an eligible member to fill the vacancy, but this nomination must be confirmed at the subsequent AGM. There is no limit to the number of terms a member may serve.

F. PA Committee Meetings

The PA Committee shall normally meet monthly on alternate campuses during term time. The CEO and both Heads of Campus shall attend PA Committee meetings *ex officio*. At all PA Committee meetings a quorum shall be regarded as 4 voting members. The business of PA meetings shall be conducted according to Robert's Rules. Other PA members or teachers may be invited by the committee to attend committee meetings in a non-voting capacity.

The PA Committee may hold meetings or activities in the School in cooperation with the administration provided that the curricular, co-curricular or boarding programs are not disturbed.

G. Officers of the PA Committee

The PA Committee shall elect its own officers annually following the AGM as follows:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Two representatives to the Board, one with a child in each campus (this may be revised as a result of possible Board restructuring).

The **Chair** shall set the agenda of all PA Committee meetings and circulate this to (should this be committee or all PA members) members at least 7 days prior to a meeting. He/she shall preside at meetings and also act as the principle liaison between the PA and the administration of the School.

The **Vice-Chair** shall act for the Chair in his/her absence.

The **Secretary** shall record minutes of all PA meetings and distribute these to members. He/she shall also handle all correspondence of the PA and shall maintain a record of meetings and correspondence.

The **Treasurer** shall handle all money and keep records of all incoming and outgoing funds. He/she shall report all receipts and disbursements and present, upon request either by the PA or by the CEO, itemized statements of the accounts.

The **Board Representatives** shall act as co-opted voting members of the Board of ISM and shall follow all regulations and expectations pertaining to Board members as described in Board policy.

H. PA Communication

The Parent Association will normally communicate with parents through a section in the School newsletter, through special letters or emails on specific issues, or through notices on School notice boards or elsewhere. In all cases such communication should be with the agreement of the CEO. The PA will normally be expected to bear the costs of any communication through funds raised for this purpose by the PA.

I. PA Committee Members Ethics

All PA Committee members are expected to follow basic ethical principles. In particular:

1. No PA Committee member may benefit financially from any activities of the PA.
2. PA Committee members are expected to consider the welfare of the School and are responsible to the institution as a whole, rather than to any constituency which they may represent.
3. PA Committee members are expected to respect the confidentiality of discussion in PA meetings and of documents which may be submitted to the PA for informational purposes.
4. PA Committee members are expected to guard against any conflict of interest. They are expected to inform the PA should any conflict or potential conflict arise.
5. PA Committee members are expected to support the School within the community.
6. PA Committee members are expected to attend meetings whenever possible. If a committee member is absent for three consecutive meetings, the committee may, by using a two-thirds majority of those present, remove the member from the committee and nominate another member in his/her place.
7. PA Committee members must respect the authority of the Chair in his/her conduct of meetings.

J. Removal from Office of a PA Committee Member

A PA Committee member may be removed from the committee by a two-thirds vote at a properly constituted AGM, or by a two-thirds vote of the Board of International School Moshi, if it is believed that have violated any ethics or have acted outside or against the objectives of the PA.

K. Sub-Committees of the Parent Association

The PA Committee is authorized to establish sub-committees in order to perform specific tasks within the objectives of the Parents Association. Such sub-committees shall be directly responsible to the PA Committee.

L. Unofficial Parent Groupings

The Board does not support or recognize unofficial parent groupings; such groups will not normally be permitted to hold meetings in the School or communicate through the School.