



Parents' Association Meeting June 5th 2018

Senior Leadership Team Talk

- Announcements from Mr. Laird

Summer Term Events

- Art Auction Summary – 34,070 RMB total raised – to be split equally for MCF and CDC Charities

Executive Committee Elections

- Coordinator

Duties:

- Chair all PA Meetings and create Agendas for these Meetings
- Write monthly newsletters to communicate to Parents and Staff
- Keep PA Board Updated
- Liaise with PA members and BSB staff on any issues brought to the PA
- Help oversee Events planned by the PA
- Check email account and respond in a timely manner

- Assistant Coordinator

Duties

- Assist PA Coordinator in all above duties
- Act in place of the Coordinator if Coordinator is absent
- Organize and manage volunteers
- Oversee event management and liaison with vendors
- Manage WeChat communications and Suggestion Box

PA Agenda

- Treasurer

Duties:

- Attend all meetings of the PA
- Prepare a budget for the upcoming year
- Keep an accounting of funds through the management of receipts and disbursements
- Report the year end expenditures and profits at the end of the Year
- Oversee approval of expenditures by the Executive Committee

- Secretary

Duties:

- Attend and act as Secretary at all meetings of the PA
- Record attendance and all votes taken at the PA Meetings
- Take and transcribe minutes at all PA meetings forward to the Coordinator for approval and then publish as necessary
- Publish for the Coordinator Meeting Agendas 1 week prior to meeting of the PA

- Charity Board Leader

Duties:

- Attend all PA Meetings
- Arrange and preside over meeting of the Charity Board Committee
- Plan and execute charitable fundraising events
- Liaison with charitable organizations and oversee the disbursement of funds to these organizations as approved by the Executive Committee

- Parent-Link Board Leader

Duties:

- Attend all PA Meetings
- Arrange and preside over meetings of the Parent-Link Committee which shall serve to give back to the PA and school community from PA raised funds
- Organize and execute all events planned to benefit the School Community as approved by the Executive Committee

Upcoming Meetings

- **Next Meeting: Tuesday 4th September, 2018**

- PA Coordinator – Alison Strauss drafts77@hotmail.com, WeChat ID: Afstrauss01 or Alison Strauss

Assistant PA Coordinator -Judy Sarton- ejsarton@outlook.com, Phone number 178 0100 0386

Treasurer- Tobias Gustafsson tobias.g78@gmail.com

Secretary- Rashmi Verma

Charity Board Committee Chair - Available position

Parent-Link Committee Chair - Available position

Lunch Parent Coordinator - Alexandra Bichteler- alexandra@bichteler.net

Welcome Team Liaison - Alice Noble

To get in touch with the PA with questions, suggestions, comments, to volunteer for an event, or to find the email of one of our Event Chairs or PA Key People please email us at sanlitun.pa@britishschool.org.cn