

Washington International School Parent Association (WISPA) Overview

WISPA MISSION

WISPA recognizes that the active participation of parents working closely with faculty and administrators of the school is essential to good education.

WISPA works to enhance the educational experience of their children by:

- Providing a forum for discussion among parents concerning issues related to the development of their children and of common interest.
- Representing the views of the parents before the WIS administration and Board of Trustees.
- Facilitating communication and cooperation between WIS and parents and building a sense of community.
- Providing organizational as well as financial support to WIS—its trustees, administration, faculty, and students.
- Serving as the umbrella organization for parent volunteer activities, working in close cooperation with the appropriate members of the administration, faculty and staff.

WISPA meetings are held each month as are meetings for each school division. Parents are encouraged to attend. Meeting announcements appear on the WIS Parent Portal, as well as announced in *@WIS, in This Week @WIS* and posted online on the WISPA page on the WIS website at the beginning of the year. Agendas for all meetings are set in conjunction with administrators. Meeting minutes are posted online.

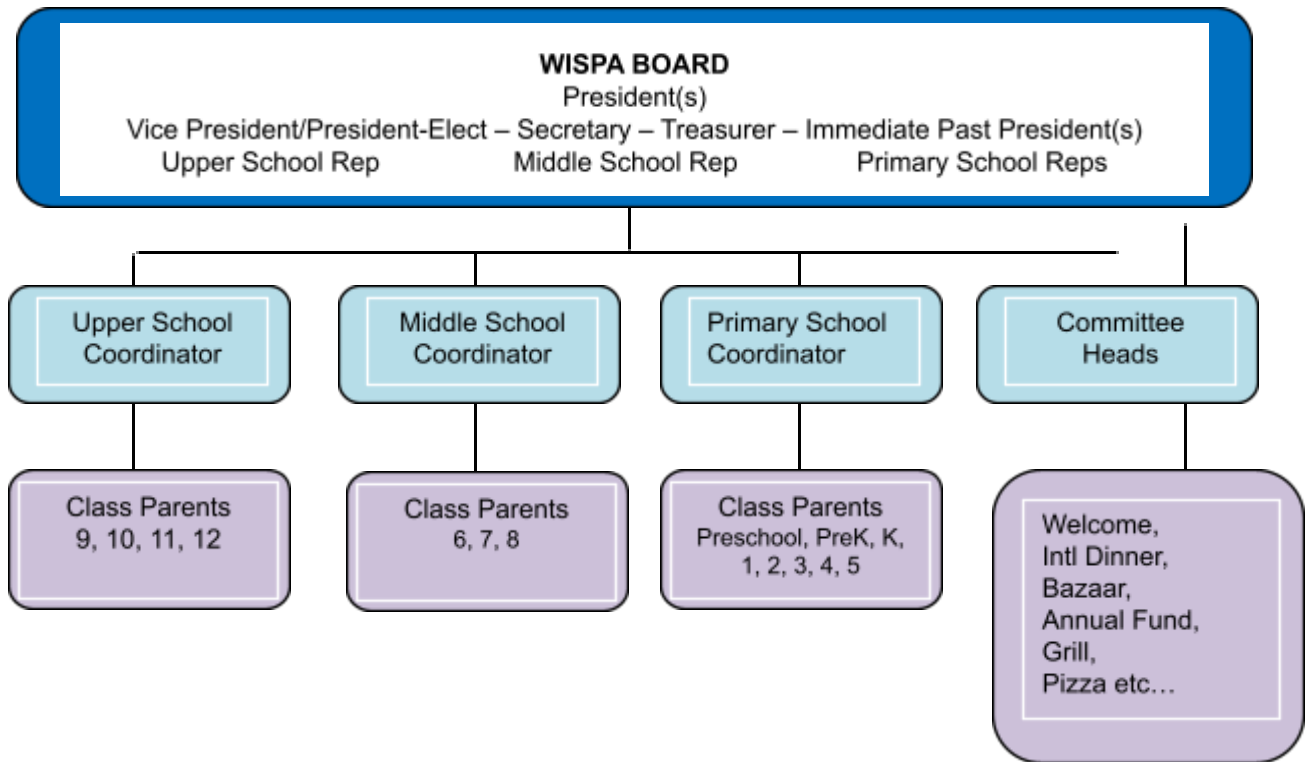
All parents and guardians of students attending WIS are members of the Washington International School Parent Association (WISPA).

WISPA STRUCTURE

WISPA serves as an umbrella organization for all parent volunteer activities throughout both campuses and all three schools or divisions. The WISPA Board is elected annually and its officers are broadly responsible for the following:

- *President:* coordinates and oversees the business of the Parent Association
- *Vice-President:* assists the President and is the President-Elect
- *Secretary:* publishes the minutes of WISPA meetings and facilitates communication
- *Treasurer:* oversees the finances of WISPA
- *Division Representatives:* key communication links between the divisions (Primary, Middle and Upper School) and the school as a whole and work closely with division coordinators
- *Past Presidents:* provide continuity to WISPA business

Each school or division has a three-tiered structure for volunteer activities and to help facilitate communication from the school to parents and vice versa. Each class/homeroom generally has one or two parent coordinator(s) in Primary and Middle Schools.



WISPA Annual Events and Activities

WIS WELCOME

Current parents greet new families to help parents and children join the WIS community. Volunteers participate in welcoming receptions, special play activities, Welcome Back Picnic, etc. *September-May*

HOLIDAY GIFTS FOR FACULTY/STAFF

Parents deliver a token of appreciation to faculty and staff during the holiday season.
December

INTERNATIONAL DINNER

Parents gather for a lively and festive evening, each bringing a dish from their native country to share. There are many ways to become involved in planning the dinner and working on the day of the event. *October-November*

SCHOOL AND STUDENT LIFE

PARENTS/TEACHERS CONFERENCES

Parents and volunteers provide lunch for teachers and staff. *October (PS), November (MS/US), March (PS)*

GRILL TEAMS

Parents grill traditional picnic fare, as well as fish and vegetarian alternatives, to sell during lunch hour for Middle and Upper School students on Fridays as a fundraiser for the school. Several teams work on alternating weeks. *September-May*

PIZZA TEAMS

Parents sell slices of pizza, cold drinks, and desserts during lunch hour at Tregaron as a fundraiser for the school. Teams work alternate weeks. *September-May*

DRAMA/MUSICAL

Volunteers are needed to build sets, design and create costumes, and lend a hand to other necessary tasks for Upper and Middle School productions. *Various times throughout the year*

LIBRARY HELP

Volunteers are asked to work with the PS librarian to organize, shelve, and catalog books. Assistance with check-in and check-out, working with children in their target language, help with bulletin boards and specific projects is also needed. *September-May*

SPORTS DAYS

Volunteers are asked to help at Sports and Games Days at the Primary School. *Spring*

SPRING BAZAAR

This all-day event for WIS families and friends features games, crafts, international food, and vendors from the area. Workers are needed throughout the day for a variety of jobs.
February-April

WISPA Roles & Responsibilities

Title	Role
<p>WISPA President</p> <p>*Voting Board Member</p>	<p>The President(s) is/are responsible for overseeing the Parent association, including identifying 'lead' volunteers to head up various positions, projects etc...</p> <p>Act as liaison to Head of School, Division Heads (in conjunction with WISPA Coordinators) and administration.</p> <p>Ensure full coverage of WISPA sponsored annual events that need support from many volunteers and WISPA.</p> <p>The president should take the initiative to identify areas of improvement (process, communication, projects, strategy etc...) and work to implement as much as possible within the calendar year. These items may be self-identified or perhaps suggested by prior WISPA board members or parents. The president should determine oversight or level of self-involvement as they see fit or are interested.</p>
Responsibilities	
<p><u>Duties prior to start of school year:</u></p> <ul style="list-style-type: none"> ○ Recruit WISPA board members for Treasurer, Secretary, VP and Division Representatives ○ Schedule monthly WISPA membership meetings in consultation with WISPA Board Secretary. Coordinate dates with Head of School to ensure his/her availability. ○ Set monthly pre-meeting of WISPA board two to three days before meeting with Head of School." ○ Schedule monthly pre-meeting (3-5 days prior to WISPA meeting) with Head of School for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. ○ Reserve The Dacha (or other venue) for targeted dates. ○ Identify Chairpersons of key initiatives. ○ Identify volunteer to the Parents Council of Washington, a group of representatives from Washington Area Independent schools (including WIS) that provides valuable information and sponsors speakers, webinars etc. <p><u>Duties throughout school year:</u></p> <ul style="list-style-type: none"> ○ Preside at meetings of the board/parent members ○ Set agendas (get feedback from board and parents, if desired) ○ Identify one 'guest' speaker for each meeting (any topic, person – individual teacher, Advancement Office, technology guru, school nurse etc.) May be invited and asked to address a specific concern or just asked to speak on their area and answer parent questions. Allow approximately 20 minutes for this. ○ Meet with Head of School prior to WISPA general parent meetings to discuss agenda. The Head of School may identify topics to be included in this part of the agenda. As the liaison between the administration and the parents the President can and should bring areas of concern or request items be covered or addressed, but it should be done in a collaborative manner. The Head should be able to defer discussion on topics at the appropriate time. ○ Keep meetings on an efficient, professional pace, moderating discussion when needed. ○ Review WISPA financials (for all accounts) with treasurer and controller as needed. 	

Monthly Specific Duties:

WISPA President

- August/September
 - Welcome Back Picnic: **(Refer to WISPA Events Book for greater detail)**
 - Coordinate with Grill head to schedule delivery of food/staffing of grill.
 - Decide on activities/schedule delivery of items (moon bounce, etc.) and 9th grade volunteers.
 - Solicit WIS funding priorities from Advancement Office. Convene meeting of fundraising chairpersons and WISPA board to review funds available and decide on what to fund.
 - Back-to-School nights – WISPA president or representative may be asked to attend BTS night or provide materials to encourage volunteering. The parent association no longer funds nor coordinates the refreshments for BTS nights.
 - WISPA Meeting
- October/November
 - International Dinner – **(Refer to WISPA Events Book for great detail)** communicate with Int'l Dinner head to ensure coverage.
 - Parent-teacher Conferences – **(Refer to WISPA Events Book for great detail)** ensure teacher luncheon coverage with MS Representative.
 - Talk to Advancement Office regarding any possible fundraising auction events in spring.
 - WISPA Meeting
- November
 - WISPA Meeting – Discuss need to maintain or raise WISPA fee for next school year. This decision must be communicated to controller **prior to Dec 1**.
- December
 - Holiday Teacher/Staff Gifts and Lunch Reception– **(Refer to WISPA Events Book for greater detail)** Ensure volunteer coverage, coordinate purchase of gifts with treasurer and controller.
 - WISPA Meeting
- January
 - Look ahead to spring activities to review status, ensure coverage.
 - WISPA Meeting
- February
- WISPA Meeting
- March
 - Work with Advancement Office for support of auction/fundraising activity.
 - WISPA Meeting
- April
 - Spring Bazaar - **(Refer to WISPA Events Book for greater detail)**. Communicate with Bazaar chairs to ensure coverage.
 - Flower Day - **(Refer to WISPA Events Book for greater detail)**. Primary school event covered by PS coordinators. Communicate and ensure coverage.
 - Prepare for End of Year activities:
 - Prom - **(Refer to WISPA Events Book for greater detail)**. Communicate with Prom committee to ensure all bases covered. This event occurs in May.

WISPA Roles & Responsibilities

- Middle School Graduation - **(Refer to WISPA Events Book for greater detail).**
Communicate with committee to ensure all bases covered. This event occurs in June in last couple days of school.
- Senior Graduation - **(Refer to WISPA Events Book for greater detail).**
Communicate with Graduation committee. This occurs over Memorial Day weekend.
- WISPA Meeting – vote on funding requests from Administration
- May/June
 - End of Year activities:
 - Senior Graduation
 - Prom
 - Middle School Graduation
 - WISPA Meeting – elect new officers
 - Hold final WISPA meeting. Begin transition to current VP/future President. Update Events Book/Google Drive with new/additional information.

WISPA Roles & Responsibilities

Title	Role
WISPA Vice President *Voting Board Member	The Vice President is responsible for supporting the President of WISPA. President-elect for coming year.
Responsibilities	
<ul style="list-style-type: none">o Provide support to current president(s) in acting on needed activities, weigh in with opinions on matters under consideration and learning presidential responsibilities.oo Attend agenda meetings with Head of Schoolo Perform the duties and responsibilities of the President during the President's absence.o Attend monthly WISPA meetings.o Vote on any item submitted for consideration to WISPA.o Undertake all actions necessary to take over Presidency in successive year.o Identify and/or take leadership of any special projects.o Vote on any item submitted for consideration to WISPA.o Perform other duties prescribed by the board or by the President.o Coordinate with event chairs to ensure that they are contacting volunteers signing up with Sign Up Genius.	

WISPA Roles & Responsibilities

Title	Role
WISPA Treasurer *Voting Board Member	<p>The Treasurer is responsible for managing and reporting on WISPA Finances.</p> <p>Act as liaison and work closely with WIS Controller's office.</p>
Responsibilities	
<p>NOTE:</p> <ul style="list-style-type: none"> ● <i>WISPA Account refers to the single Parent Association account into which the Annual Parent Fees are deposited, and from which general WISPA expenses are paid.</i> ● <i>Conglomerate WISPA Accounts refers to all accounts under the parent association, currently: Grill, Pizza, Grocery Receipts, Box Tops, Spring Festival, Class Photos. These accounts are fundraising accounts that support expenses for respective activities; each year Advancement provides list of funding requests by division and disbursements of funds/donations are reviewed and approved by committee of WISPA Voting Board Members in consultation with Chairpersons of each fund-raiser account. Recommendations are submitted to parents for approval at the April WISPA meeting. This overall review began in the 2010-11 school year.</i> ● August - Prepare WISPA line item budget for current school year, in consultation with other officers. ● Review conglomerate WISPA account balances at Fiscal Year End and report to WISPA at beginning of year, with recommendation for disbursement amounts by account. ● Perform monthly WISPA account budget review and report to WISPA Board and general membership. Monitor budget throughout year. ● Ensure WISPA financial policies are being followed. ● Review/sign off on reimbursement submissions to WISPA and submit to Controllers office for payment. <ul style="list-style-type: none"> - Verify that all expenses have been properly authorized. - Verify that there is adequate documentation of expenses on file. - Ensure that all expenditures are explained. ● Early February: Review and present finances for conglomerate WISPA Accounts to WISPA Board ● Early March: Support Spring Bazaar Finance Team Leader leading up to and day of Bazaar. Participate in counting Spring Bazaar proceeds day after Bazaar. ● Correct/comment on WISPA minutes in a timely manner to Secretary. 	

**WISPA Roles &
Responsibilities**

- Vote on any item submitted for consideration to WISPA.
- Perform other duties prescribed by the board or by the President.

WISPA Roles & Responsibilities

Title	Role
<p>WISPA Secretary</p> <p>*Voting Board Member</p>	<p>The Secretary is responsible for ensuring accurate and sufficient documentation exists to enable authorized persons to determine when, how, and by whom the board's business was conducted.</p> <p>Performs other duties as the need arises</p>
Responsibilities	
<ul style="list-style-type: none"> ● Attend each WISPA monthly meeting and take detailed notes/minutes, including attendance. ● Ensure that accurate minutes of meetings are taken and approved. Requirements should include at a minimum: <ul style="list-style-type: none"> ○ date, time, location of meeting; ○ list of those present and board members absent; ○ list of items discussed; ○ list of reports presented; ○ text of motions presented and description of their disposition. <ul style="list-style-type: none"> ▪ <i>Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. On occasions of contentious discussion or voting matters, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion.</i> ● Within 48 hours after WISPA meeting type up and submit draft minutes to Board Members only for review. ● Incorporate all Board Member corrections/comments into minutes and submit in timely manner to Head of School and any invited speakers; incorporate respective comments. ● Submit final minutes (to Communication Office or directly to web) to be posted to parent portal, preferably within 72 hours of WISPA meetings. ● Maintain a copy for corporate records. ● Vote on any item submitted for consideration to WISPA. ● Set dates for WISPA meetings in consultation with the WISPA Board President and book space in consultation with Advancement and PS, MS and US coordinators so that parent meetings do not overlap. ● Perform other duties prescribed by the board or by the President. <p>Bylaws</p> <p>The Secretary ensures that an up-to-date copy of the bylaws is available.</p>	

WISPA Roles & Responsibilities

Title	Role
<p>WISPA Division Representatives (Upper, Middle and Primary School)</p> <p>*Voting Board Member</p>	<p>WISPA Division Representatives are responsible for reporting information between respective divisions (Upper, Middle and Primary Schools) and the WIS Parent Association. There are two PS representatives, one MS representative, and one US representative.</p>
Responsibilities	
<ul style="list-style-type: none"> ● Attend monthly WISPA meetings with two-fold purpose: <ul style="list-style-type: none"> ○ Provide report to WISPA meeting attendees on divisional activities, issues etc. ○ Disseminating WISPA information to respective monthly division meetings. ● Attend monthly division meetings to disseminate WISPA information and gather Divisional information to be reported back to WISPA monthly meetings. ● Guide, communicate with and support Division Coordinators. ● If necessary for recruiting, ensure US Coordinators attend or provide materials for Back To School Night to promote volunteering. ● Vote on any item submitted for consideration to WISPA. ● Perform other duties prescribed by the board or by the President. ● Work with Admissions office in Spring to welcome new families. ● NOTE: Parent Teacher Conference Lunches at Tregaron – November ● MS Rep is primary lead to plan and coordinate WISPA sponsored Tregaron Luncheons that take place on both Parent Teacher conference days in the fall, traditionally around Veterans Day. ● Upper School Representative should fully support MS Rep in planning/executing Tregaron lunches on Parent Teacher days in November. 	

WISPA Roles & Responsibilities

Title	Role
WISPA President Ex-officio *Non-Voting Board Member	The president ex-officio should provide experience, perspective and support to the current president(s) and board.
Responsibilities	
<ul style="list-style-type: none">• Provide support to current board members in the form of past experiences, suggestions, volunteer action etc., including documentation and files related to all activities/expenses in prior year.• Attend monthly WISPA meetings and provide feedback and support• Weigh in on any item submitted for consideration to WISPA, though as per WISPA by-laws, ex-officio does not have voting rights.• Perform other duties prescribed by the board or by the President(s).	

WISPA Roles & Responsibilities

Title	Role
Division Coordinators (Upper School)	<p>The Division Coordinator for Upper School is responsible for overseeing all US WISPA sponsored activities.</p> <p>Coordinators should act as liaison to Upper School Principal.</p> <p>There should be two US Coordinators, one of whom can serve as WISPA US rep.</p>
Responsibilities	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> ● Recruit volunteers for Class Parents. ● Schedule monthly US parent meetings. Coordinate dates with Principal of Upper School to ensure his/her availability. ● Reserve venue for targeted dates. ● Schedule monthly pre-meeting (3-5 days prior to US meeting) with Principal of Upper School for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. ● If necessary for recruiting, attend or provide materials for Back To School Night to promote volunteering. <p><u>Duties throughout school year</u></p> <ul style="list-style-type: none"> ● Help WISPA president identify heads of key initiatives, particularly events occurring in September and October. ● Set agendas. ● Meet with division Principal prior to meetings. US Principal will identify/choose what to speak on, though you can request a concern(s) is covered. ● Organize and take minutes at the monthly Parent Meetings, where all parents meet with the division principal. Circulate minutes to administration prior to submitting to communications office for posting on the parent portal, preferably by the week following the meeting. ● Keep meetings on an efficient, professional pace, moderating discussion when needed. ● Coordinate the activities and events involving the classes in their division. ● Pass information to the class parents. ● Support chairpersons for adequate volunteer coverage for all WISPA/US activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ International Dinner ○ Communicate with WISPA US rep and MS coordinators to plan <ul style="list-style-type: none"> ▪ Parent/Teacher conferences in November: ▪ Holiday Reception and Teacher/Staff Gifts ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ Prom ○ 12th Grade Graduation 	

WISPA Roles & Responsibilities

Title	Role
<p>US Class Parents (9th, 10th, 11th, 12th Grades)</p>	<p>Class parents should oversee and communicate all activities related to their specific grade. There may be one or two class parents for each grade.</p> <p>Act as liaison between parents and US Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend US Meetings to report on grade initiatives, issues, highlights etc.</p>
<p>Responsibilities</p>	
<ul style="list-style-type: none"> ● Send email week before school starts to entire grade introducing yourself and giving your contact information to parents, and introducing/welcoming new families. . ● Attend US monthly meetings and help maintain professionalism and efficiency within meetings. ● Ensure volunteer coverage for WISPA sponsored activities from grade parents or students. ● Monitor concerns, highlights and activities within each grade. ● Communicate and work closely with Upper School Coordinator(s). ● Communicate regularly with parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information. Remind parents to read @WIS and refer to Parent Portal for information. <p>Specific Grade Responsibilities:</p> <p>9th Grade:</p> <ul style="list-style-type: none"> ● Send regular reminders to parents of particular grade events. ● Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions ● Organize at least one or two grade level coffee or evening socials during the year. <p>10th Grade:</p> <ul style="list-style-type: none"> ● Send regular reminders to parents of particular grade events. ● Organize a weekly rotation system for each family to bring items for the grill every Friday in coordination with Grill Chair. ● Driver's Education (this may be undertaken by WIS admin in future years): <ul style="list-style-type: none"> ● Contact Facilities, Dale Temple, to coordinate and advertise classes starting in November/December. Solicit interest in Driver's education class-organize if interest from parents/students. <ul style="list-style-type: none"> - In recent years Dale Temple has organized directly with I Drive Smart (http://idivesmart.com/) to get a mutually convenient set of dates/time and location at WIS). Communicate the registration process to parents.. ● Coordinate/communicate New Orleans/service trip activities. ● Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions. ● Organize at least one or two grade level coffee or evening socials during the year. <p>11th Grade:</p>	

- Send regular reminders to parents of particular grade events.
- Answer parents' questions as best able and help find/refer them to appropriate contacts to address issues/questions.
- Organize at least one or two grade-level coffee or evening socials during the year.
- IB: If necessary, remind the parents of critical IB deadlines and meetings with college counselors, etc.
- If parents are interested, organize a meeting or social between 11th and 12th grade parents to share information about IB and college application process.
- Prom: Organize or delegate organization of a prom committee to organize junior/senior prom.

12th Grade:

- Send regular reminders as needed to parents of particular grade events.
- Answer parents' questions as best able and help find/refer them to appropriate contacts to address issues/questions.
- Organize at least one or two grade-level coffee or evening socials during the year.
- IB: If necessary, remind the parents of critical IB deadlines and meetings with college counselors, etc.

- Graduation: Organize or delegate organization to coordinate with US administration on graduation events.

WISPA Roles & Responsibilities

Title	Role
Division Coordinator(s) (Middle School)	<p>The Division Coordinator(s) for Middle School are responsible for overseeing all MS WISPA sponsored activities.</p> <p>Coordinator should act as liaison to Middle School Principal.</p> <p>There should be two MS Coordinators, one of whom can serve as WISPA US rep.</p>
Responsibilities	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> ● Recruit volunteers for Class Parents. ● Schedule monthly MS parent meetings. Coordinate dates with MS Principal to ensure his/her availability. ● Reserve venue for targeted dates. ● Schedule monthly pre-meeting (3-5 days prior to MS meeting) with Middle School Principal for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. ● If necessary for recruiting, attend or provide materials for Back To School Night to promote volunteering. <p><u>Duties throughout school year</u></p> <ul style="list-style-type: none"> ● Help WISPA president identify heads of key initiatives, particularly events occurring in September and October. ● Set agendas. ● Meet with division Principal prior to meetings. MS Principal will identify/choose what to speak on, though you can request concern(s) be covered. ● Organize and take minutes at the monthly Parent Meetings where all parents meet with the division principal. Circulate minutes to administration prior to submitting to communications office for posting on the parent portal, preferably by the week following the meeting. ● Keep meetings on an efficient, professional pace, moderating discussion when needed. ● Coordinate with class parents the activities and events involving the classes in their division as needed. ● Pass information to the class parents. Support chairpersons for adequate volunteer coverage for all WISPA/Middle School activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ International Dinner ○ Communicate with WISPA MS rep and US coordinators to plan <ul style="list-style-type: none"> ▪ Parent/Teacher conferences in November: ▪ Holiday Reception and Teacher/Staff Gifts ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ 8th Grade Graduation 	

WISPA Roles & Responsibilities

Title	Role
<p>MS Class Parents (6th, 7th, 8th Grades)</p>	<p>Class Parents should oversee and communicate all activities related to their specific grade. There may be one or two class parents for each grade.</p> <p>Act as liaison between teachers and MS Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend MS Meetings to report on grade initiatives, issues, highlights etc.</p>
<p>Responsibilities</p>	
<ul style="list-style-type: none"> • Send email week before school starts to entire grade introducing yourself and giving your contact information to parents, and introducing/welcoming new families. . • Attend MS monthly meetings and help maintain professionalism and efficiency within meetings. • Support MS coordinators to ensure volunteer coverage for WISPA sponsored activities from grade parents or students. • Monitor concerns, highlights and activities within each grade. • Communicate and work closely with Middle School Coordinator(s). • Communicate with staff grade coordinators regarding events and projects for their grade. • Communicate regularly with parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to homeroom coordinators. <p><u>Specific Grade Responsibilities:</u></p> <p><u>6th Grade:</u></p> <ul style="list-style-type: none"> • Send regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee or evening socials during the year. <p><u>7th Grade:</u></p> <ul style="list-style-type: none"> • Send regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee or evening socials during the year. • Coordinate 8th Grade Graduation Lunch. • Welcome new families in the Spring. <p><u>8th Grade:</u></p> <ul style="list-style-type: none"> • Send regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee or evening socials during the year. 	

WISPA Roles & Responsibilities

- Coordinate/communicate Language trip activities and activities for visiting correspondents.
- Help 7th Class Parents plan 8th grade Graduation Lunch.

WISPA Roles & Responsibilities

Title	Role
Division Coordinators (Primary School)	<p>The Division Coordinators for Primary School are responsible for overseeing all PS WISPA sponsored activities.</p> <p>Coordinators should act as liaison to Primary School Principal. There should be four PS Coordinators, two of whom serve as WISPA PS reps.</p>
Responsibilities	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> ● Recruit volunteers for PS Class Parents. ● Schedule monthly PS parent meetings. Coordinate dates with Primary School Principal to ensure his/her availability. ● Reserve venue for targeted dates. ● Schedule monthly pre-meeting (3-5 days prior to MS meeting) with Primary School Principal for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. <p><u>Duties throughout school year</u></p> <ul style="list-style-type: none"> ● Help WISPA president identify heads of key initiatives, particularly events occurring in September and October. ● Set agendas. ● Meet with division Principal prior to meetings. PS Principal will identify/choose what to speak on, though you can request concern(s) be covered. ● Organize and take minutes at the monthly Parent Meetings, where all parents meet with the division Principal. Circulate minutes to administration prior to submitting to communications office for posting on the parent portal, preferably by the week following the meeting. ● Keep meetings on an efficient, professional pace, moderating discussion when needed. ● Coordinate the activities and events involving the classes in their division. ● Pass information to the class parents. ● Support chairpersons for adequate volunteer coverage for all WISPA/Primary School activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ International Dinner ○ Parent/Teacher conferences in Fall and Spring <ul style="list-style-type: none"> ▪ Luncheon help ○ Holiday Reception and distribution of holiday gifts ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ Flower Day ○ 5th Grade graduation 	

WISPA Roles & Responsibilities

Title	Role
Primary School (PS) Class Parents (Preschool, PreK, K, 1st, 2nd, 3rd, 4th, 5th Grades)	<p>Class Parents should oversee and communicate all activities related to their specific homeroom section.</p> <p>Act as liaison between parents and PS coordinators. Communicate closely with and provide support to teachers.</p>
Responsibilities	
<ul style="list-style-type: none"> ● Communicate and work closely with PS Coordinators.. ● Support PS coordinators to ensure volunteer coverage for WISPA sponsored activities from class parents or students. <ul style="list-style-type: none"> ○ Work with teachers on homeroom class events, parties, field trips, etc. ○ Work with teachers to get parent volunteers for classroom readers, help teachers with special projects ○ Communicate with staff grade coordinators regarding events and projects for their grade. ● Distribute information to parents in their class. ● Attend monthly PS class parent meetings. ● Monitor concerns, highlights and activities within each grade and raise with PS coordinators as warranted. ● Communicate regularly with parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to parents. <p><u>Specific Grade Responsibilities:</u></p> <ul style="list-style-type: none"> ● Class parents work with PS coordinators and PS administration to organize games day and Sport Day. <p><u>5th Grade:</u></p> <ul style="list-style-type: none"> ● Organize the fifth grade basketball game that takes place in Tregaron gym in the Spring for graduating class donation to PS. ● Work with PS administration to organize end-of-school-year activities for the fifth graders, including graduation and parent-organized party.. 	