

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 	

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Title	Role
Primary School (PS) Class Parents (Preschool, PreK, K, 1st, 2nd, 3rd, 4th, 5th Grades)	Class Parents should oversee and communicate all activities related to their specific homeroom section. Act as liaison between parents and PS coordinators. Communicate closely with and provide support to teachers.
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.. 	