



**Rules of Procedure
for Parent Class Representatives
and the Parent Representative Council**

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Acronyms

GISS – German International School Sydney

IB – International Baccalaureate

PCR – Parent Class Representative

PRC – Parents Representative Council

The Board – The Board of the School Association

GP – Gutenberg Post

The Parent Representative Council

- 1.1 At least one week prior to the nominated date, and within five weeks of the beginning of the German academic school year, invitations are sent by the current PRC Chairperson or if unable to do so the current PRC Deputy Chairperson or if unable to do so the Principal to the PCRs to attend the first PRC meeting. Included with the invitations are:
- the date, time and place of the PRC meeting;
 - the “Rules of Procedure for Parent Class Representatives and the Parent Representative Council” document;
 - the “Parent Class Representative and Parent Representative Council Policy” document;
 - the Policy Register;
 - the adopted minutes of the previous PRC meeting in German and English;
 - the agenda of the meeting with points including:
 - voting for the PRC office bearers;
 - the Board report (15 minutes);
 - the Principal’s report (15 minutes);
 - the PRC Chairperson’s report – including action item updates;
 - PRC department updates;
 - topics raised by PCRs or others.
- 1.2 Invitations are sent to all subsequent PRC meetings by the PRC Chairperson or Deputy Chairperson at least one week prior to the nominated date. Included with the invitations are:
- the date, time and place of the PRC meeting;
 - the proposed minutes of the previous PRC meeting in German and English;
 - the agenda of the meeting with points including:
 - the Board report (15 minutes);
 - the Principal’s report (15 minutes);
 - the PRC Chairperson’s report– including action item updates;
 - PRC department updates;
 - topics raised by PCRs or others.
 - in the last meeting of the year set the date for the first PRC meeting in the new German school year. It is suggested that the meeting occur in week five.

At the beginning of the second semester additional items included with the invitations for the PRC meeting are:

- the “Rules of Procedure for Parent Class Representatives and the Parent Representative Council” document;
- the “Parent Class Representative and Parent Representative Council Policy” document;
- the Policy Register.

2. Election Procedure for the Parent Representative Council

In addition to the Chairperson, Deputy Chairperson, Treasurer, Secretary and Deputy Secretary the department leaders need to be voted for. Currently the Departments are:

- Cultural Committee

- Fundraising & Social
- Major school event
- School Conference,
- Welcome Wagon

Each member of the PRC is expected to join a department to assist the department leader. It is suggested that each department has the following number of members as a minimum:

- Cultural Committee – department leader plus 4 members
- Fundraising & Social – department leader plus 7 members
- Major school event– department leader plus 1 member
- School Conference – department leader, Chairperson plus 1 member
- Welcome Wagon – department leader plus 1 member

3. PRC Office Bearers' and Members' Responsibilities

3.1 The Chairperson is the public representative of the Committee to the school community. This role includes:

- Attending meetings and taking on the role of Chairperson at meetings. In the absence of the Chairperson, the Deputy Chairperson takes on this role.
- Representing the PRC at Board level and in discussions with the Principal in accordance with decisions and proposals of the PRC.
- Working with the Deputy Chairperson to ensure the agenda for meetings is prepared.
- Processing the Minutes of the Meeting within two weeks of that meetings date by:
 - reviewing the Secretary's minutes;
 - sending those Minutes out to all meeting attendees to confirm accuracy;
 - forwarding those Minutes to the Deputy Secretary/Translator for translation to German;
 - forwarding both sets of Minutes for publication via direct email to parents and GISS staff-
- Ensuring that tasks that were to be completed between meetings are completed.
- Ensuring that the Department leaders are performing their tasks.
- Being a member the School Conference Department.
- On receipt of a resignation letter from a PCR the Chairperson will inform the school administrator. The remaining PCR is to ensure that a new PCR is elected within three months.
- Ensuring that the class teachers have all relevant PRC information that they need, as per section 1.2, in the first week of term 1 so that they can invite the Parents for the first Parents & Teacher evening.
- Proposing amendments to this document during PRC meetings. Updating and redistributing this document to the PRC with the relevant Minutes of Meeting.

3.2 The Deputy Chairperson role includes:

- Attending meetings and taking on the role of the Chairperson when they are unable to attend meetings and fulfil their obligations.
- Assist the Chairperson in carrying out their role.
- Calls for topics, questions or issues that need to be raised or resolved within the PRC. This is to be done such that these items can be included in an upcoming agenda.

- Keeping the PRC Manual up to date.
- 3.3 The Secretary's role includes:
- Attending meetings and taking the Minutes of Meeting in English.
 - Completing the Minutes within a week and sending them to the Chairperson.
- 3.4 The Deputy Secretary's role includes:
- Attending meetings and translating the Minutes of Meeting into German
 - Completing the translation within five days of the receiving the Minutes and returning them to the Chairperson.
- 3.5 The Treasurer's role includes:
- Attending meetings.
 - Maintaining adequate and accurate accounting records of financial transactions, with full details of all receipts and expenditure.
 - Liaising with the school in relation to any transactions made by the school on behalf of the PRC.
 - Presenting a report on the financial position of the PRC at the first meeting of each semester
 - . Attending to banking as necessary and making all authorised payments
 - Ensuring this position is transferrable by writing down any notes or guidelines and submitting it to the PRC Deputy Chairperson for inclusion in the PRC manual.
- 3.6 Department leaders coordinate with their participants to ensure that the tasks are completed.
- 3.6.1 The Cultural Committee role includes:
- Attending the Cultural Committee meetings;
 - Liaising between the Cultural Committee and the PRC;
 - Submitting event ideas to the Cultural Committee on behalf of the PRC and others;
 - Participating and overseeing the events by arranging, calling for volunteers, asking for updates and acting as a point of reference.
 - Ensuring that the Cultural Committee is given a summary of the success of each event.
 - Delegating responsibilities to the Cultural Committee Department members.
 - Updating the PRC each meeting with happenings in the department.
 - Ensuring this position is transferrable by writing down any notes or guidelines and submitting it to the PRC Deputy Chairperson for inclusion in the PRC manual.
 - Recommendation: leader plus 5 participants
- 3.6.2 The Fundraising / Social role includes:
- Attending the Fundraising Committee meetings;
 - Liaising between the Fundraising Committee and the PRC;
 - Submitting fundraising requests to the PRC
 - Overseeing the PRC fundraising and social events by calling for volunteers, asking for updates and acting as a point of reference.
 - Ensuring that the Fundraising Committee is given a summary of the success of each fundraiser.
 - Delegating responsibilities to the Fundraising / Social Department members.

- Updating the PRC each meeting with happenings in the department.
 - Ensuring this position is transferrable by writing down any notes or guidelines and submitting it to the PRC Deputy Chairperson for inclusion in the PRC manual.
 - Recommendation: leader plus 7 participants
- 3.6.3 The Major School Event role includes:
- Coordinating with the Committee to ensure that information flows between the Committee and the PRC.
 - Updating the PRC each meeting with happenings in the department.
 - Ensuring this position is transferrable by writing down any notes or guidelines and submitting it to the PRC Deputy Chairperson for inclusion in the PRC manual.
 - Recommendation: leader plus 1 participant
- 3.6.4 The School Conference role includes:
- Participation in the School Conference meetings usually held once per term with representatives from the students, teachers, administration, Principal and the Board.
 - Introducing topics including those submitted by the PRC to the meetings.
 - Delegating responsibilities to the School Conference Department members.
 - Updating the PRC each meeting with happenings in the department.
- 3.6.5 Ensuring this position is transferrable by writing down any notes or guidelines and submitting it to the PRC Deputy Chairperson for inclusion in the PRC manual.
- 3.6.6 Recommendation: PRC Chairperson plus 1 participant
- 3.6.7 The Welcome Wagon role includes:
- Updating the “Welcome to Sydney” Brochure.
 - Co-ordinating the Welcome Morning Tea or similar event for new parents which is held on the first day of Terms 1 and 3;
 - Being the first point of contact for the GISS administration to contact regarding new student arrivals and disseminating that information to the relevant PRC members.
 - Delegating responsibilities to the Welcome Wagon Department members.
 - Updating the PRC each meeting with happenings in the department.
 - Ensuring this position is transferrable by writing down any notes or guidelines eg. Guidelines for the Welcome Morning Tea, and submitting it to the PRC Deputy Chairperson for inclusion in the PRC manual.
 - Recommendation: leader plus 1 participant
- 3.7 Department members work with their leaders to ensure that the tasks are completed.

4. Future Amendments

- 4.1 These rules of procedure may be amended with a majority agreement of the PRC at any given PRC meeting.