



BISW PARENT ASSOCIATION CHARTER

Updated on May 21, 2020

Mission Statement:

The Parents Association (PA) strives to enhance the student experience and help promote excellence in BISW's international education by facilitating collaboration between BISW families, the school administration and the D.C. community.

To achieve these goals, the PA:

- Brings the school community together through social and student-focused activities
- Builds partnerships between the school and parents
- Serves as a line of communication between parents and the school
- Solicits and advocates parents priorities to the BISW administration
- Uses the skills and experience of parents for the benefit of the school

Membership & Governance:

The PA is an open membership non-profit group for all parents & caregivers at BISW. Contributions are valued and put to efficient use for the mutual benefit and improvement of our community.

The PA is administered by a Board of parent members, who each serve a two-year term. In addition, class parent volunteers serve as Class Representatives. Class Reps support students, families and the school through various activities such as; welcome new students and their families and help them ease into life at BISW, share school information with parents by staying informed about current events at the school and support class teachers for extra-curricular efforts, such as class parties. Annex 1 detail Class Rep Responsibilities.

PA Board Organization and Management:

PA Board formulates an annual work program & budget, and coordinates implementation through its members and volunteers. The PA meets regularly to review and adjust plans and work program progress as well as the PA budget. PA meetings' minutes are documented and can be shared as needed.

PA Board members' roles include and are not limited to (see Organization Chart in Annex 2):

- 1) President
- 2) Secretary
- 3) Treasurer
- 4) Communications Coordinator
- 5) Class Reps Coordinator
- 6) School Partnership Coordinator
- 7) Social Coordinator

PA Tasks and Events:

The PA manages a variety of tasks and events annually and adjusts activities throughout the year as necessary. The below annual work program list include and is not limited to all PA activities:

1. School and Student Support:

- Management and coordination of school management liaison to maintain an on-going dialogue on school plans and needs
- Management and coordination of the Second Hand Uniform Sale
- Supporting all school activities such as Sports Day, concerts and performances that BISW Sports and Performing Arts Departments organize
- Coordination and supporting school activities and improvement projects such as Zero Waste, Meal and Cafeteria, Lost and Found Storage
- Supporting student fund raising activities
- Assisting with school balls (years 6 and 13), disco nights and parties
- Supporting themed parties such as Holidays (Halloween, Thanksgiving, Christmas and others) and year-end celebrations
- Organization and coordination of school appreciation events such as International Day and BISW Appreciation Day

2. Community Building and Social Support:

- Planning and coordination of monthly coffee meetings
- Organization of school-wide social events such as welcome/back-to-school party, fall festival, school picnic, quiz night, happy hours, outings and parent clubs (book, cooking, etc.)
- Organization of family support events such as mindfulness, stress management and various physical activities (family sports days, walk tours, yoga, etc.)

3. Information and Family Support:

- The production of a “PA Handbook” to keep records and information, which briefly describe the PA’s experience and activities with process details for reference
- Annual updates to “DC Guide - Welcome Booklet” (for new families) that are issued in June in preparation for arrivals over the summer
- PA announcements, newsletter (if/when needed) and e-mails
- Maintenance and upkeep of the PA website, Facebook page and other social media outreach
- Maintenance and upkeep of PA Board members and volunteers contact information and distribution lists

4. PA Management and Administration:

- Formulation and management of PA annual work program and deliverables
- Monitoring and evaluation of tasks and events
- Organization and management of regular meetings
- Management of PA budget and cash flow