

Green Hills Academy Parent Teacher Association Committee (GHAPTAC)

Constitution



Updated: January 2019

The Constitution

This constitution will outline the aims of GHAPTAC and how it is structured and managed.

Aims and Objectives

- To represent the view of parents/guardians, gather and pursue their views (operating as a two-way communication channel from and to parents and school).
- To promote a positive view of parents through liaising with school management.
- To work as a team and have a yearly plan.
- To establish a forum through which parents can communicate their opinions or concerns/feeling about the school and needs of the school.
- Identify issues and possibly work out solutions.
- To volunteer for school events and field trips.
- To annually organize Teacher Appreciation Day.
- To come up with ideas on interesting seminars and workshops that can promote networking among parents and contribute to the growth of our student body.
- To fundraise for charities or school improvement projects.

Membership

Membership of the association shall be open to:

- The school authority and serving members of its teaching staff.
- Parents/guardians of students attending the school.

Committee

All Green Hills parents are considered part of GHAPTAC.

A select group of parents will make up the Executive Committee. The Executive Committee can either be formed in two ways:

1. a group of parents can choose to volunteer time regarding a specific topic (for example, events such as sports day or teacher appreciate day) and would meet as necessary until the event is finished
2. programs can elect classroom representatives who then liaises with the other classroom parents

Note, sometimes the school will also select to invite parents to serve in a focus group to get feedback regarding a specific topic. These meet on an ad hoc basis.

Responsibilities

The Executive Committee members shall:

1. Be responsible for the planning and management of the association's affairs.
2. Hold regular forums having the parents, staff, school management and other invited persons in attendance.
3. Use known and successful organizational tools such as sub-committees, task forces and discussion groups to encourage wider participation, develop increased responsibility to achieve more effective results.
4. Appoint a person or form a subcommittee when necessary to handle specific problems, task or project or by nomination.

Meetings

- Meetings shall be convened to pass information to parents/guardians for the wellbeing of the school, students and the school. GHAPTAC members can also raise concerns or suggestions at these meetings.
- Special general meetings may be called at any time necessary by the committee.
- A minimum of 7 days' notice must be given before a committee meeting.
- At times the Executive Committee may deem it necessary to meet without school leadership present.

Ethics

- Courteousness and Respectfulness: members should respect one another and engage in open-minded dialogue.
- Members should project the image of the school and that of the association positively.

Finance

The association can derive funds from voluntary donations and fund raising activities; as may be determined by the committee. GHAPTAC can also organize donations from external organizations.

Financial responsibilities of GHAPTAC:

- All cash or in-kind donations should be accounted for by the GHAPTAC Treasurer.
- An annual report should be submitted to the school for record keeping purposes.

- Any fundraising being taken on behalf of GHA should be approved by the Head of School prior to fundraising.
- GHAPTAC can fundraise on behalf of charities, although fundraising for religious institutions is discouraged.

Financial responsibilities of GHA:

- GHA will dedicate donated funds from GHAPTAC for its intended purpose (for example, if GHAPTAC raises 2 million francs for library books from a bake sale, the school promises it will allocate the 2 million towards books).