



Dear All,

Kindly find below the PTA positions available, followed by respective job descriptions. The positions will be allocated at the PTA Executive Board Elections, which will take place on Sunday 21st May 2017:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Communications Coordinator
6. Charities Coordinator
7. Foundation Stage Parent Representative Coordinator
8. Key Stage 1 Parent Representative Coordinator
9. Key Stage 2 Parent Representative Coordinator
10. Key Stage 3 Parent Representative Coordinator
11. Key Stage 4 Parent Representative Coordinator
12. IB Program Parent Representative Coordinator

(i) President

- Preside over General Meetings, Annual General Meetings and Executive Board Meetings.
- Lead the Executive Board in managing BISAD PTA affairs.
- Seek to mediate, implement decisions and resolutions of BISAD PTA members.
- Any other function assigned by the Executive Board.

(ii) Vice-President

- Perform all duties of the President in her/his absence or inability to act.
- Assist the President in preparing for meetings at his/her request.
- Responsible for checking and maintaining the official parent email address:
bisadpta@gmail.com
- Any other function assigned by the Executive Board.

(ii) Secretary

- Responsible for keeping minutes of the proceedings of the Executive Board meetings, General Meetings and Annual General Meeting.
- Prepare and publish agendas for the Executive Board and General Meetings.
- Secures official permanent BISAD PTA records including minutes and agendas.
- Maintains a copy of current bylaws.



- Any other function assigned by the Executive Board.

(iii) Treasurer

- Keep an accounting of BISAD PTA funds through the management of the receipts and disbursements.
- Give a current report of BISAD PTA funds at each Executive Board, General Meeting and Annual General Meeting.
- Oversee expenses and budgets for all events for the entire academic school year.

(iv) Communication Coordinator

- Responsible for handling/maintaining outside communication with BISAD Newsletter, Weblog, Facebook, email, etc.
- Makes General and Annual General Meetings minutes available within one (1) week of the meeting.
- Maintains a database of class parent representatives and Executive Board names and emails.
- Any other function assigned by the Executive Board

(v) Charities Coordinator

- Responsible for coordinating fundraising and non-fundraising events relating directly to the charities that BISAD supports, in partnership with the BISAD administration and BISAD CAS Coordinator.
- Supervises and advises committees that are setup to manage such events.
- Any other function assigned by the Executive Board

(vii) Foundation Stage Class Parent Representative Coordinator / Key Stage 1 / Key Stage 2 / Key Stage 3 / Key Stage 4 Parent Representative Coordinator / IB Program Parent Representative Coordinator

- Communicates information to respective class parent representatives about activities, events or other needs deemed necessary by BISAD PTA.
- Assists BISAD PTA in organizing volunteers for different committees, events, fundraising and/or activities as coordinated by BISAD or BISAD PTA.
- Any other function assigned by the Executive Board.

Kind Regards,

Amal Almaamari

President