



**Meeting of 25 April 2017**

**Adoption by the Board**

**CA 25/2017**

## **Mandate of the Extracurricular Activities (ECA) Working Group (WG)**

### **Mission**

This working group is established in accordance with Articles 2 and 7 of the APEEE's internal Rules of Procedure.

The mission of the Extracurricular Activities (ECA) WG is to monitor and support the day-to-day management of the ECA sector and ensure that the Extracurricular activities service delivers its activities in full compliance with the mission, values, quality standards and rules of the APEEE and of those of the European School of Ixelles (EEBIII).

Finally, it keeps the Executive Committee (EXCO) and the Board regularly informed and provides them with the necessary support and proposals for decisions related to the ECA services of the APEEE.

### **Scope**

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The scope of the ECA includes collective sport and cultural activities, individual and collective music lessons, "snack and go" activities, camps ("stages") during school holidays as well as Secondary end-of-year camps. Surveillance and logistic is embedded in the service offered.

### **Composition**

According to Article 7 of the APEEE's internal rules of procedure, as revised on 28 March 2017:

- The ECA WG is a permanent, "operational" WG which is composed of the Board member appointed as responsible for the ECA sector and other members of the Board.
- The ECA WG may comprise a maximum of five participants. A higher number of participants may be decided by the Board, only if justified by the subject matter or if additional resource is required at a certain point.
- The WG is chaired by the APEEE Board member appointed as responsible for the ECA sector.
- Contributing members who are not Board members are expected to abide by the APEEE rules on confidentiality and access to documents. They will not participate in the day-to-day management of the sector.
- All members are expected to contribute actively to the work of the WG.
- At least three full members will be expected to attend the majority of meetings.

## **Main tasks of the WG**

The WG shall provide the APEEE Board and its Executive Committee with proposals for decision on all matters falling under the remit of its competences upon request or on its own initiative. These proposals should highlight the interest for the APEEE and/or for the parents and provide an analysis of the financial impact of the decisions on the budget of the sector.

The WG can be invited by the Board to reflect or give opinions on any ad-hoc matter or topic affecting the sector's activity.

The WG should be consulted on any decisions affecting the APEEE's ECA scope of activities and staff.

The main tasks of the WG can be presented as follows:

### **I. Day-to-day management tasks**

- Adopting decisions, in accordance with the APEEE rules concerning cancellations or reimbursements.
- Supervising, responding, following-up and tracking parents' concerns and complaints in line with the general APEEE communication policy.
- Working closely with the HR and Operations' Manager in providing ECA sector staff with feedback from the EXCO and Board meetings, and ensuring that all the APEEE Board decisions are implemented.
- Ensuring that any news or decisions affecting the daily functioning of the ECA and their children are communicated to the parents in an effective, efficient and timely manner.
- Informing the Board of the WG meetings decisions and proposals.
- Organising meetings with the other APEEE sectors on transversal issues.
- Reflecting and preparing the planning the activities programme and assisting with hiring and evaluating the required animators in close cooperation with the Head of sector and the HR and Operations' Manager.
- Monitoring closely the cooperation with OIB afterschool care.
- Acting as contact to the school administration for Extracurricular matters.

## **II. Strategy and Policy**

- Elaborating an annual work programme and priorities and ensuring their successful and timely implementation, after their approval by the Board.
- Giving the impetus for improvement and innovation of the ECA service.
- Examining policy needs for the sector and preparing concrete and elaborated proposals for a decision by EXCO and / or the Board, including the APEEE ECA functioning rules and the basic provisions to be included in the contracts with monitors.
- Negotiating and implementing the "Périscolaire Convention" with the EEB III school administration after its approval by the Board.
- Negotiating arrangements with OIB with regard the collaboration concerning the logistics of the children between the two parties.

### **Budgetary and financial tasks**

- Examining the draft proposal for annual budget and accounts elaborated by the APEEE staff and the external accountant, and discuss it with the accountant and the APEEE Treasurer. Monitoring the actual implementation of the budget forecast.
- Approving expenditures based on market survey with regard expenditures of less than 2000 euros (Article 14 of the APEEE's Rules of Procedure).
- Ensuring a sound financial management of the sector's funds.
- Analysing and assessing the financial impact of proposals and ensuring the budgetary availabilities.
- Cooperate with and keep informed the WG on internal control.

### **Procedures**

In implementing its tasks, the WG will work in close cooperation and consultation with the APEEE's staff, in particular the Head of the Extra Curricular Activities sector and the HR and Operations' Manager.

The WG meets at least once a month.

The Head of the Extracurricular Activities sector and the HR and Operations' Manager participate actively in the WG meetings as well as any meeting with the School Administration ("Périscolaire Committee").

The WG shall deliberate by consensus.

The WG shall report on the outcome of its meetings and activities to the Chair of the EXCO, to enable the Board to discuss relevant issues raised, and adopt a decision or position within the remit of its competences. The Chair of the EXCO shall refer to the WGs' reports in the Committee's minutes (Article 7 of the APEEE's Rules of Procedure).