



PARENTS' ASSOCIATION OF EUROPEAN SCHOOL BRUSSELS III (APEEE)

JOB DESCRIPTION CLASS REPRESENTATIVES

Parents are asked to elect a **maximum of four class representatives per class** (class reps).

The general framework of their tasks is set out in the [APEEE Statutes \(Art. 7\)](#)

More specific provisions can be found below.

I. Pyramid of representation:

- a. Parents
- b. Class Reps
- c. Section Representatives (Section Reps, for this function, you need to be an elected class rep)
- d. Members of the Board and its working groups (for this function, you need to be an elected class rep).

II. General context:

- As class Reps, your main task is to ensure **good communication and co-operation between the parents of your class** as well as **between parents and the class teacher/s**.
- You will forward all issues beyond the scope of the class to the language **section Reps** or to the **APEEE bodies and working groups**.

More information:

[APEEE - Organisation](#)

[APEEE -What we do](#)

[Language section reps](#)

- In **nursery and primary** school, one of you might be responsible for the **class kitty for supplies and outings** (amount to be decided by parents). You are reminded of the new rules adopted by the School concerning the **class fund**, as they were explained by your class

teacher in the first parents'-teachers' meeting (for any further information you can ask your class teacher).

- One of you will be the **Info Rep**. This function is reduced over time, as most School info messages are sent directly to all parents via the School Management System (SMS, Schola Europaea, <https://sms.eursec.eu>). The APEEE messages will be sent directly also to all members via [MyAPEEE](#). In most cases the Info Rep must forward to all parents of his/her class messages which are relevant for each language section (for example, information from the section Rep). Therefore, he/she has to collect the email addresses of all parents at the beginning of the school year.
- The four (4) class Reps should attend meetings organised by the direction of the school (Question and answer session with the Direction, the Educational Advisors or Coordinators, dates are mentioned on the School Calendar in the SMS).
- Optionally, depending on your interest/availability and commitment, you:
 - May assist the parents with **explanation** about the APEEE e-enrolment, the School SMS, or any other topics;
 - Take **minutes of meetings** and share them with the parents et/or the section rep depending on the interested audience;
 - Organise **social events** with parents (with or without children) to facilitate the above mentioned good communication and co-operation. These events may be particularly relevant for nursery and primary, but also very much appreciated in secondary.

III. Representation in the APEEE and participation in the school life:

- **Class reps represent the class in the APEEE General Assembly.** Each class rep has one individual vote (with 4 votes in total, including any proxies). All class reps elect from amongst their ranks the members of the **APEEE Management Board** on an annual basis and in the following order:
 - a) Prior to the General Assembly :
 - 1) Two language Section representatives (**Section Reps**), one (1) for Primary/Nursery and one (1) for Secondary) (**NB: Dates for the elections are communicated within each language section**) and

b) One (1) **MAT representative** of all MAT class reps from all language sections at the General Assembly : Five (5) members to be elected among all candidates.

- The **Section Reps** deal with co-ordination within the language section for activities related thereto. The same persons (or other class reps to be elected by all language class reps) may also represent the parents in the **School Education Councils** (one (1) for Primary/Nursery and one (1) for Secondary). They are the contact points with the national inspectors responsible for the contents and quality of teaching provided by teachers from their countries.
- There are **many ‘thematic’ School’s or Joint School - APEEE Committees and ad-hoc groups** (Health and Safety Committee, school trips, Canteen, Library...), where a few Reps represent all parents. The class Rep will be able to forward questions to the appropriate Committee or group members.
- You may also actively **participate in the life of the school by volunteering**. Book sales, School libraries and Springfest function only thanks to the help and availability of parents. The help is very welcome and information is available directly on [MyAPEEE](#). For these positions, there is no need to be a class rep. Please inform the parents of your class accordingly.

Hope you have a good school year and a smooth life within your class!