

2027 Parent Association | Roles & Positions Overview

General Expectations

- Executive Committee Members: Support one role or event annually and attend all committee meetings. Weekly communication is typical, with increased contact around PA events.
- General Committee Members: Support one role or event annually and attend at least six meetings.

PA Executive Committee

President

- Can be single president role or co-president
- Leads and supports all PA activities.
- Represents the PA at school and community events, including a seat on the School Board (by invitation).
- Promotes collaboration between the PA and the School.
Chairs approximately four PA General Meetings and four Head of School meetings annually.

Vice President – Secretary

- Manages agendas, minutes, and PA records.
- Attends all Executive and Head of School meetings.
- Sends regular reminders to the PA about the communication schedule.
- Crafts and maintains a calendar of key communication touchpoints with the School to support consistent engagement across the PA and School community.

Vice President – Finance

- Oversees PA accounts and event budgets.
- Liaises with the School's Head of Finance and Operations.
- Should have a basic understanding of accounting.

Vice President – Events

- Coordinates planning and scheduling of PA events.
- Supports documentation and communications for events.
- Works with the Advancement Office to align messaging and ensure timely promotion.
- Collaborates with the Treasurer on budgets.
- Assists with volunteer recruitment, donations, and event logistics.

Vice President – New Parent Coordinator

- Hosts Welcome Coffee Mornings (first day of each term).
- Organises New Parent Forums and informal meetups.
- Works closely with the VP – Community.
- Liaises with the School and external groups to support new families.

Vice President – Community

- Coordinates parent social activities across year levels.
- Recruits and supports Class/Year-level Representatives.
- Works closely with the VP – New Parent Coordinator.
- Coordinates with PA support team and class Whatsapp chat groups to streamline communication and enhance community engagement.



PA General Committee (10 Positions Available)

General Committee members offer flexible support throughout the year. The role is varied, social, and a great way to connect with both new and familiar parents.

Responsibilities may include:

- Sharing insights and perspectives to support PA initiatives
- Assisting with Parent Forums, Welcome Committees, or the PA website
- Acting as ambassadors for the PA within the school community Joining sub-committees for major events (e.g. AISHK Fair, Ball, Mother's/Father's Day)
- Helping with outreach to encourage volunteering and event attendance
- Participating in PA planning communications and meetings

This role offers:

- Flexibility in how you choose to contribute
- A warm network of fellow parents
- Opportunities to get involved in meaningful school activities