

PTG Country/Region Representative Position Description

The PTG Country/Region Representative is responsible for assisting the PTG Committee to navigate specific country/region cultural etiquette, and overcome language barriers with regard to procedures and processes, while operating within the bounds of the PTG Constitution.

Time Commitment

The time commitment for this position is two (2) hours per week on average. This may increase throughout the year, depending on the events and activities the person holding the position is involved with at the time.

Attributes and Skills

The attributes and skills necessary for this position require the person to:

- Be able to read and write in English.
- Be friendly, outgoing and approachable, which translates to familiarity with and accessibility to specific country/region parents generally, or being willing to acquire it.
- Being objective and not bringing personal/political issues to the table; and
- Be organized and structured, which translates to ensuring the areas of responsibility are executed efficiently and effectively.

Responsibilities

The responsibilities for this position are listed below.

Communication

- Assist the PTG Committee to navigate specific country/region cultural etiquette, and overcome language barriers with regard to procedures and processes for the purposes of organizing activities and events.
- Promote School and PTG activities and events amongst the specific country/region parents within the Patana community.
- Ensure opportunities for improvement are identified after each activity or event from a perspective related to specific country/region.
- Ensure an appropriate handover is given when this member moves on.

Relationships

- Provide a link between the specific country/region parents within the Patana community and the PTG Committee during the planning and execution of PTG activities and events, in regards to proper avenues of contact, and from a language perspective.
- Organize a meeting with specific country/region parents within the Patana community at the start of the year to request optional funds for International Day and solicit volunteers to support PTG events.
- Provide a link between the School and the PTG Committee as required, in regards to proper avenues of contact, and from a language perspective.

Meetings

- This role has no obligation to be present at any Executive meetings. The meetings can be scheduled and held within specific country/region’s group.

Sub - committees

- Be a primary role to coordinate International Day for specific country/regions parents.
- Support the Newcomers’ activities, Fun Day and other Sub-Committees as required.
- Although it is not a sub-committee of the PTG, this role holds a position in the specific country/region parent group.

Finance

- The Country/Region Representative has no direct financial responsibilities, except to work with the specific country/region parent group to solicit sponsorship for International Day as required.

Volunteers

- Recruit specific country/region parent volunteers to assist with the delivery of PTG activities and events.
- Ensure specific country/region parent volunteers are thanked for supporting PTG activities and events following activities and events, and at the end of the year.
- Volunteer to periodically assist in the Tiger Shop if required; each PTG Committee (and Sub-Committee) member agrees to do this when accepting their position nomination.

On Board Procedures Guide

- Share personal contact (name, email, mobile phone number) with PTG Chairperson (ptgchair@patana.ac.th) and Vice Chairperson (ptgvicechair@patana.ac.th).
- Get permission to access the public email account ptgcountry/region@patana.ac.th through IT admin staff (Khun Cherdsak Srisukho, chsr@patana.ac.th), with the assistance from PTG Vice Chairperson.
- Be invited to the Line group “**BPS PTG Country/Region Reps**” by ex-PTG Country/Region Representative and make a short self-introduction.
- Receive a badge from ex-PTG Country/Region.
- Join the “**Bangkok Patana PTG**” group on Facebook, add the “**PTG_BPS**” as a friend on Instagram, look through the “**PTG information**” on Bangkok Patana School Firefly webpage to know more information about PTG community.

Version	Author	Approver	Date
V1.0	William Wang	Safy Rizk	June/2022