



**Bangkok Patana School**

*The British International School in Thailand  
Established 1957*



PTG

MAY 2015 3rd Edition

MANUAL 2015

*Operational guidelines for the  
Bangkok Patana School's PTG Committee*

Prepared by the PTG Committee for the Patana community

## Acknowledgements

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- *Business Director, Andrew Gordon;*
- *Cross-Campus Principal, James Penstone;*
- *Secondary Principal, Michael Smith;*
- *Primary Principal, Clare Sharp;*
- *PTG Chairperson, Malee Whitcraft;*
- *PTG Vice Chairperson and Secretary, Siobhan Bland;*
- *Treasurer, Khun Wikki Bhanubandh;*
- *Thai Affairs Liaison, Khun Ann Vanasin;*
- *Tiger Shop Manager, Andrea Chaplin;*
- *Cross-Campus Parent Representative, Esther Lek;*
- *Primary Parent Representative, Malene Lundgaard; and*
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## Introduction

Welcome to the third edition of the PTG Manual!

The PTG proudly assists and supports the School to make the students' time a most memorable and meaningful learning experience. The PTG promotes communication and social interaction within the Patana community. Through our shared experiences, we aim to strengthen relationships among PTG members, and provide opportunities for them to meet socially in a friendly environment. In doing so, we make it a priority to encourage the involvement and engagement of parents and students of all nationalities.

The PTG's work varies from year to year. It reflects the priorities of each PTG Committee and its available resources. However something that does not change is the PTG Committee's focus on supporting the Patana community, including its members (i.e. parents, teachers and School staff) and of course the student body. Students are the reason we are here and doing what we are doing after all.

The PTG draws on an enthusiastic pool of members to volunteer each year, whether it is to serve on the PTG Committee itself, or to assist with running its events and activities throughout the year. Although not all members of the Patana community are able to volunteer, they do hold the work of the PTG Committee in high regard.

The PTG has worked hard to maintain a healthy working relationship with the School over its many years of operation. We exchange information, share ideas, and work together to find solutions to overcome the challenges that a school this size can face.

We support each other on everything, from welcoming newcomers to annual celebrations. We always look forward to thanking them at the end of each school year. The PTG Room and Tiger Shop facilities that the School provides are a fine example of the value that the School places on its PTG.

Volunteering for the PTG is a great way to meet and connect with other parents and engage with and give back to the School. Ultimately it makes the School a better place and reaps immeasurable benefits to the student body. Consider joining the PTG; it's a lot of fun and is a truly rewarding experience. The efforts of the many volunteers that support the PTG are appreciated by the entire Patana community.

Finally, I would like to thank Jane Wise and her team for taking the initiative and publishing the first and second editions of this manual in 2011 and 2013 respectively, and special thanks to Siobhan Bland for Chairing the PTG Manual Review Sub-Committee to produce this third edition, which became necessary following the PTG review process undertaken in 2014 in consultation with the Patana community, and resulted in changes to the PTG Constitution and its operational programme.

***Malee Whitcraft***

*PTG Chairperson*

*2013 – 2014*

*2014 – 2015*

## CHAPTER 1: Purpose and Review of the PTG Manual

This manual outlines the operational procedures of the PTG Committee and with supporting appendices, consistent with the PTG Constitution. It is an essential guide, or one-stop-shop, for members of the Patana community who want to find out more about the PTG.

Over the many years since it was formed, the PTG has evolved and grown alongside the School. Each year as new parents join the PTG and other parents leave, lessons from previous years are shared with the new committee. Each new committee brings its own personal touch to the PTG, with the Chairperson setting the tone. It is hoped that consecutive committees will not only find this document useful in providing the direction necessary for the PTG to meet its objectives, but also that it has been presented in such a way so as to allow each committee the flexibility to design its own operational programme that works best for them using the resources at their disposal (both human and financial).

The PTG Manual should be reviewed every four (4) years, or as required, depending on the rate of turnover of PTG Committee members, or if amendments are made to the PTG Constitution, which in turn may affect the PTG's operational priorities.

A list of acronyms and abbreviations used throughout this document has been compiled for this manual (refer Appendix 1: Acronyms and Abbreviations).

## CHAPTER 2: Governance

With over 2,200 students, 310 academic staff and 280 business staff, the School has and needs a number of committees which provide structure, governance and organisation, to ensure it achieves its mission going forward. The PTG Committee may have direct or indirect contact with these other School committees through its involvement in various activities throughout the year.

This chapter provides a brief outline of the School's mission, its various governance committees and overall organisational structure, as well as the PTG's objectives, governance arrangements and organisational structure. More detailed information about the School's governance arrangements is available from the Library and the Office of the Foundation Board.

### The School's Mission

The School's mission is to *ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.*

### The Foundation Board

The Bangkok Patana School Foundation (BPSF) was established in 1988 as a charitable foundation with the principle purpose of supporting the School. The BPSF is responsible for oversight of the School as well as the provision of land, buildings and other assets. The licence to operate the School was originally granted by the Ministry of Education to Thailand International Cooperation Development Agency (TICA), which is a department of the Ministry of Foreign Affairs. In March 2010 the licence for the School was transferred to BPSF.

The Foundation Board comprises of up to 16 members including its appointed officers - the Chairman, Vice Chairpersons, Secretary and Treasurer. The Foundation Board oversees the School and has the power and duty to conduct all activities of the BPSF according to the objectives of the Foundation under its Charter.

### *The Steering Committee*

The Steering Committee is a committee of the Foundation Board set up to supervise and control the day-to-day management of the School. Operating under the instruction of the Foundation Board, the Steering Committee is comprised of up to 11 members including a Chairperson and Treasurer.

A number of the committees and sub-committees sit under the Foundation Board to assist it to effectively carry out its business (refer Appendix 2: Foundation Board Committees and Sub-Committees).

### The PTG

The PTG operates under the PTG Constitution, which outlines its objectives, structure and guidelines (refer Appendix 3: PTG Constitution). The objectives of the PTG under its current constitution are *"to promote and assist the development of the School, to advance its interests, and to foster the goodwill of parents, teachers, staff, and students (the Patana community). The PTG achieves this by:*

- a) *Strengthening relationships among the Patana community and promoting opportunities to meet socially in a friendly environment;*
- b) *Encouraging the involvement of parents of all nationalities in School activities;*
- c) *Facilitating the flow of information between parents and the School;*
- d) *Supporting a caring, community minded student body by promoting active participation and decision making within School life; and*

e) *Assisting the School by any means that the Head of School and/or Foundation Board consider helpful and appropriate.”*

Membership of the PTG is automatically held by any parent or guardian with a child or children attending the School, and any staff member. The PTG Committee consists of ten voting parents and five voting members of the School’s Senior Leadership Team (SLT), including the Head of School, Cross-Campus Principal, the Principals of the Primary and Secondary Schools, and the Business Director (or their designated representatives).

The PTG Committee is represented by the following positions that are available to parents:

- Chairperson;
- Vice Chairperson;
- Secretary;
- Treasurer;
- Thai Affairs Liaison (appointed by a representative of the TPG);
- Communications Coordinator;
- Tiger Shop Manager;
- Cross-Campus Parent Representative;
- Primary School Parent Representative; and
- Secondary School Parent Representative.

The PTG Executive Committee (the Executive) consists of the Chairperson, Vice Chairperson, Secretary, Treasurer and Thai Affairs Liaison. It represents the PTG in all matters concerning the overall policies and goals of the PTG, although the full PTG Committee approves them.

Various sub-committees are established year-to-year, depending on the direction and priorities of each PTG Committee. Permanent PTG Sub-committees are also in place to support newcomers, and in order to execute the PTG’s two big annual events – International Day (usually held in Term 1) and Fun Day (usually held in Term 2). An Activities Sub-committee is also established annually to support the other events and activities that the PTG elects to run to support the Patana community year to year. Consequently, a Newcomers’ Representative, International Day Coordinator, Fun Day Coordinator and Activities Coordinator are appointed annually to oversee these sub-committees and coordinate these tasks. The Tiger Shop Manager, Cross-Campus Parent Representative, Primary School Parent Representative, Secondary School Parent Representative also work with their respective sub-committees to carry out their responsibilities.

All of the parent representatives appointed to the PTG are answerable to the PTG Chairperson. Each PTG Committee role is clearly outlined in a position description so that the various roles and responsibilities can be carried out consistently year-to-year (refer Chapter 5: PTG Committee Position Descriptions).

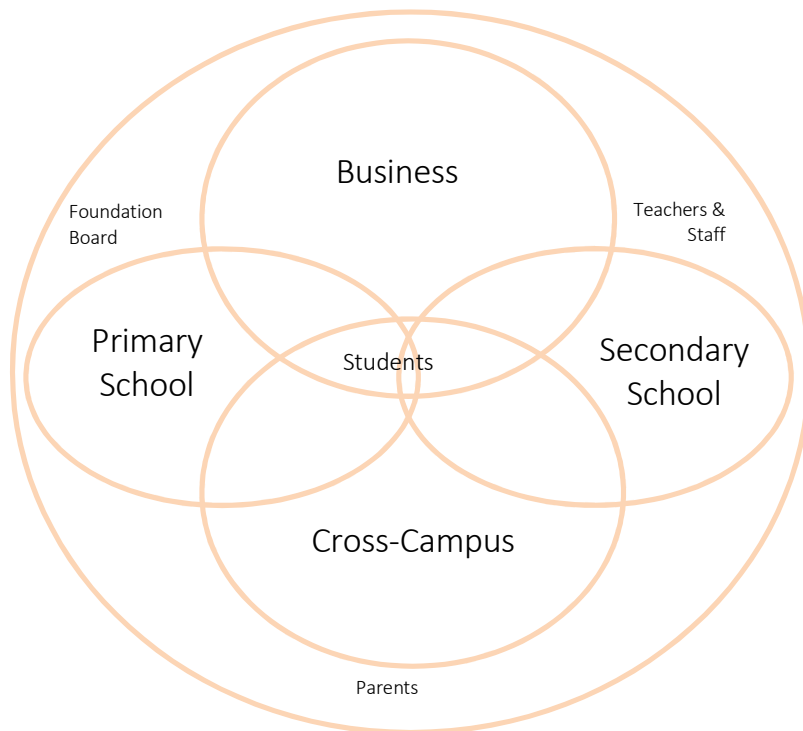
It takes a certain kind of person to volunteer for the PTG. A respectful, open-minded and collaborative approach is essential, and a culture of integrity and transparency is encouraged. The PTG Code of Conduct provides a useful reference for PTG representatives outlining the PTG’s values, principles, and standards of professional conduct (refer Appendix 4: PTG Code of Conduct).



## The Patana Community

The Patana community includes members of the Foundation Board, academic staff, business staff, parents and students (refer Figure 1: The Patana Community). The PTG supports the entire Patana community; however for obvious reasons, membership does not extend to students. Students are represented through the various student councils at the School.

*Figure 1: The Patana Community*



## Organisational Structures

The Foundation Board and the School work together through the various committees and sub-committees of the Foundation Board, as previously outlined (refer Figure 2: Organisational Structure of the Foundation Board and Figure 3: Organisational Structure of the School). The PTG works closely with the School through representation on the PTG Committee and its various sub-committees (refer Figure 4: Organisational Structure of the PTG Committee).

Figure 2: Organisational Structure of the Foundation Board

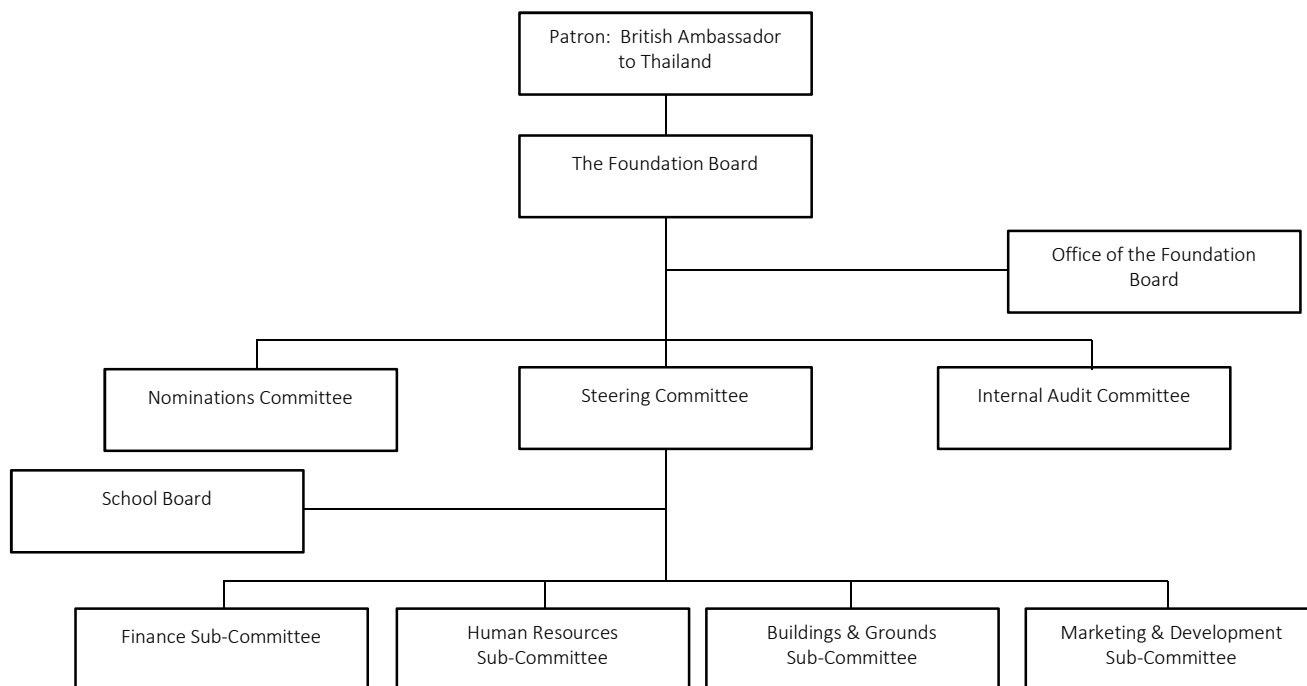


Figure 3: Organisational Structure of the School

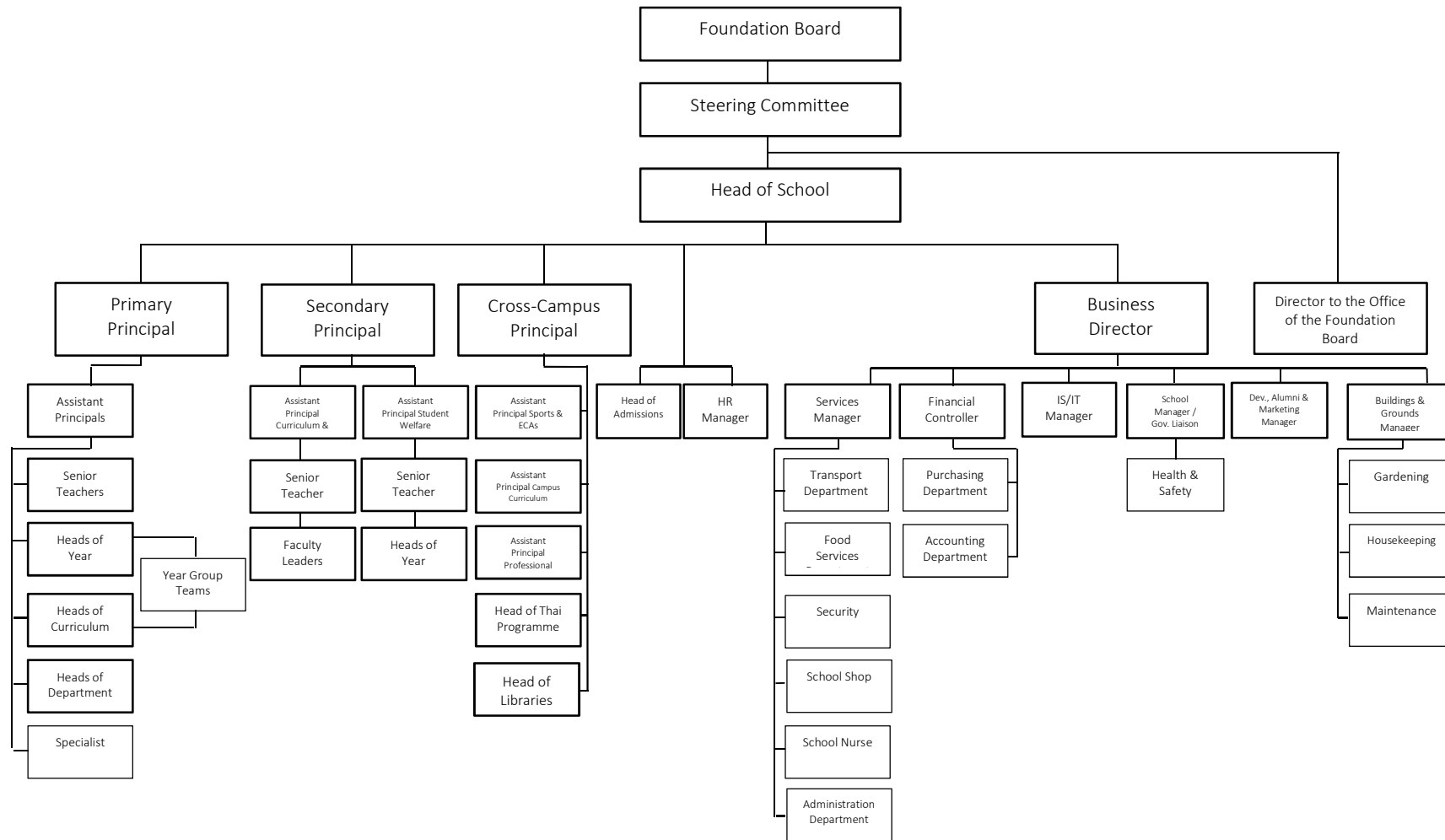


Figure 4: Organisational Structure of the PTG Committee



## **CHAPTER 3: Daily PTG Operations**

### **The PTG Committee**

Members of the PTG Committee are usually seen in and around the School, supporting School activities and organising their own events and activities. Joining the PTG Committee is a great way to engage with the School directly, get to know other parents, and have fun while you're there. The PTG Committee is often looking for new recruits to join the committee or volunteers to help out. The PTG representatives are key points of contact, fielding enquiries from both parents and teachers; they are always willing to be a friendly face and offer assistance and advice to parents, especially newcomers.

The PTG Committee meets every six weeks during the School year. The PTG Committee meetings are attended by the PTG Committee representatives. Members of the Patana community are able to attend these meetings, as members of the PTG, however they are required to give notice to the PTG Chairperson, so that the necessary arrangements can be made to accommodate them, and they need to understand that they have observer status only; only PTG Committee members and their proxies are able to vote when required.

Attendance at the final PTG Committee meeting of the year is limited to parent representatives; this provides an opportunity for a formal handover, with follow-up work undertaken out of session. The School representatives on the committee are excused to enable them to attend to important end-of-year School business.

This manual attempts to capture the scope of work undertaken by the PTG Committee year to year, however the period between the AGM in May and the end of the School year in June is an important time for the incumbent and incoming PTG Committee representatives to work together to create a seamless transition from one elected committee to the next.

### **Cooperation with the School**

Any event or activity that is run by the PTG Committee at School requires close collaboration and cooperation with the School, in order to ensure they comply with the School's various policies and procedures. It is also recommended that the PTG liaises with the School when events and activities are organised off-campus, as ultimately the School is accountable at a range of levels where ever it is being represented.

### **Connecting Parents**

The PTG Committee plays an important role in connecting parents, whether it is with other parents, or with the School. The PTG's Primary and Secondary Representatives meet regularly with PTG-appointed Primary and Secondary Year Group Representatives respectively, to discuss issues that parents are concerned about, and ultimately address them directly or connect parents with the right person at School, where required, in order for them to be resolved. In this way the PTG hopes to strengthen relationships among the Patana community, including between parents, between parents and the School, and between the parents and their PTG.

### **Promoting Student Participation**

The PTG Committee supports a caring, community minded student body by promoting active participation and decision making within School life. The PTG's Cross-Campus Parent Representative maintains a dialogue with its student body through the appointed student representatives, as well as the School.

## The PTG Room

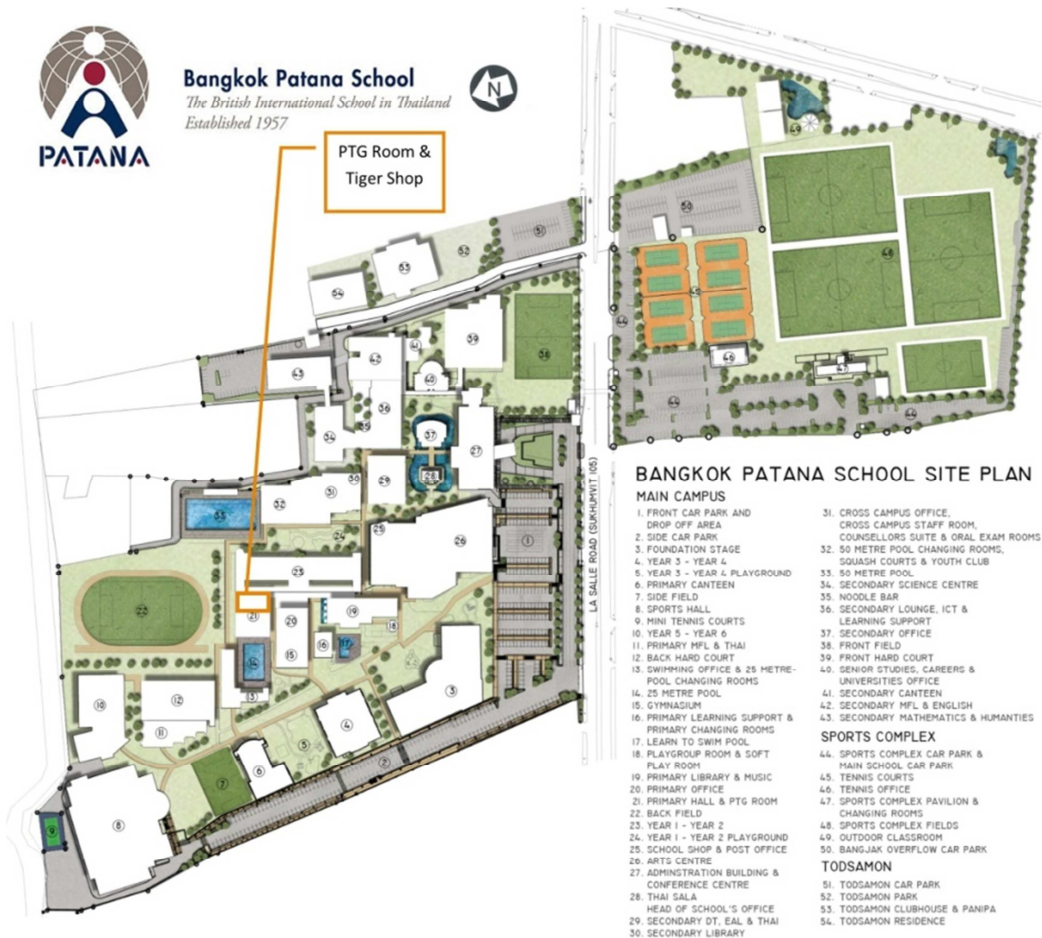
The PTG Room is a place where members of the PTG can go to relax or meet socially in a friendly environment. It is located next to the 25 m pool, under the Primary Hall, overlooking the back sports field (refer Figure 5: PTG Room and Tiger Shop Location). The PTG Room has a computer that is connected to the Parents' Gateway for use of PTG members.

PTG Committee representatives can book the PTG Room for parent meetings using the PTG Room Booking calendar on the "Parent Teacher Group" page under the Community tab on the Parents' Gateway. PTG members who want to book the room can make a request to a PTG Committee representative, leave a request in the "comments" section next to the PTG Room Booking calendar, or email the PTG Secretary at ptg@patana.ac.th.

The notice boards in the PTG room provide a space to post information about the PTG Committee (PTG Committee Profiles, PTG Contact List and PTG Activities Schedule) and its activities (flyers for various upcoming activities and events). Members of the Patana community are also welcome to post fliers of relevance to the Patana community, although they are discouraged from posting commercial material.

Monthly PTG Room Drop-Ins are often scheduled to bring members of the PTG Committee and the Patana community together to get to know each other and solicit volunteers.

Figure 5: PTG Room and Tiger Shop Location



## **The Tiger Shop**

The Tiger Shop is a place where members of the Patana community can purchase non-uniform items sporting the School's 'Tiger Spirit' logo at reasonable prices. It is located next to the 25 m pool, under the Primary Hall, next to the gymnasium (refer Figure 5: PTG Room and Tiger Shop Location). The surplus derived from the Tiger Shop ultimately goes back to the Patana community via initiatives such as the Patana Community Grants Programme.

The Tiger is Patana's mascot and various School teams are named after it, for example, Tiger Sharks and Tiger Tennis Academy. The Tiger colours are orange and black and the merchandise sold at the shop is only available in these colours. The Tiger Shop stocks a selection of sports clothing and other items. It is a useful option for Tiger Spirit Day and for those attending sporting events.

The PTG also owns a portable cart, the Tiger Cart, which is used to display and sell Tiger Shop merchandise at events like Fun Day, and the School's Tiger Spirit Day and sports events, as well as at front-of-School for special sales. The cart is stored in the foyer of the Sports Hall and can be delivered to a specified location by contacting the Services Manager.

## **The Thai Parent Group**

Thailand is the proud host country of the School. The TPG represents the interests of Thai parents in the School, including parents with children of full or part Thai nationality, who are automatically members of the TPG. The TPG representatives are elected jointly by the Thai parents and the Director of the Foundation Board Office each year. The TPG also elects a Thai Affairs Liaison to be represented on the PTG Committee to assist them to navigate Thai cultural etiquette, as well as procedures and processes. The Head of the Thai Programme and the Director of the Foundation Board Office may also offer assistance if appropriate. The TPG and the PTG work closely together to support the Patana community.

The aims of the TPG are to:

1. *Support the Patana community, especially from a Thai perspective;*
2. *Represent the views of Thai parents via:*
  - a) *Regular meetings with a view to socialising, sharing ideas, opinions, issues and problems that Thai parents may have or face in relation to the School and discussing any suggestions that they may have; and*
  - b) *Welcoming new Thai families to the School and assisting them in settling in and encouraging them to become involved in PTG and School activities.*
3. *Assist the School by any means that the School considers helpful and appropriate.*

The TPG assists the PTG with International Day and Fun Day and other PTG activities and School events, and coordinates the traditional costume sales for the School's annual Loy Kratong celebrations.

## **PTG Communication**

In 2013 – 2014 the PTG launched its first logo which promotes the School's widely-recognised "Tiger Spirit" brand. The PTG logo is used to promote approved PTG products and activities (refer Appendix 5: PTG Logo).

The PTG aligns its communications with School publications and platforms as much as possible in order to minimise information overload for parents. The PTG has its own page on the Patana Website (on the Parents' Gateway, under the "Community" tab), and promotes its activities through the School's Facebook page, the School's e-newsletter, Patana News, as well as Primary Newsletters and Secondary Notices. The PTG also utilises social media to get direct messages out to its members, via a Facebook Group at [www.facebook.com/BangkokPatanaPTG](http://www.facebook.com/BangkokPatanaPTG).

The PTG has an established set of rules that members must abide by in order to minimise risks that are inherent in the form of communication in a School environment (refer Appendix 6: PTG Communication Guidelines).

## **Contacting the PTG**

The PTG is contactable via its email address at [ptg@patana.ac.th](mailto:ptg@patana.ac.th). Individual members of the PTG Committee can be contacted by referring to the PTG Contact List, which includes contact details for members of the PTG Committee and its Sub-Committees. The PTG Contact List is provided to PTG Committee and Sub-Committee members, and the Primary and Secondary Office for information, and an email-only version is posted in the PTG Room, and on the Parent's Gateway.

## **Soliciting Volunteers**

Without volunteers, the PTG would not be able to do what it does. PTG events and activities often draw on School staff, parents and students (predominantly Secondary students) and parent volunteers. The School's SLT generally coordinates the teacher and student volunteer rosters for PTG events and activities (when they are required). The Services Department generally coordinates rosters for non-academic staff (i.e. Buildings and Grounds). The PTG is responsible for coordinating parent volunteer rosters as needed for its various activities throughout the year.

Firstly, upon joining the PTG Committee and its Sub-Committees, representatives need to understand that they are obliged to assist with PTG events and activities, where possible. Primary and Secondary Parent representatives can also ask their PTG Year Group Representatives to contact Class Parents (nominated and administered by the School) in order to ask for parent volunteers to come forward. The most successful way to solicit volunteers is to ask friends for help.

## **Soliciting Sponsorship**

Historically Fun Day has been supported through sponsorship by external companies as this is one of the only events in the School where this is permitted. Over the last few years, other PTG events have started to include sponsorship, namely International Day. Before sponsorship is solicited for any PTG event or activity, including Fun Day, the relevant PTG Committee representative needs to meet with the School's Development, Alumni and Marketing Manager to discuss the most effective and appropriate way for the solicitation to take place.

## **Managing Funds**

The PTG account is managed by the School in order to avoid duplication of effort. The PTG Committee has the authority to approve purchase requests; however the signing of cheques is subject to the School's required signing authority.

The School contributes an annual operational budget to support the PTG Committee for specific matters. Any additional funds raised by the PTG Committee through its annual events like Fun Day may be allocated at the discretion of the PTG Committee, as long it is consistent with the PTG's objectives contained in the PTG Constitution, and the School's mission.

The PTG Treasurer prepares the annual statements to report on its funds. The PTG also submits a budget request to the School in January of each year for the following School year, based on a budget forecast. The annual PTG budget is approved by the PTG Committee at the start of the following School year, and the incoming PTG Committee has the discretion to make changes to this forecast prior to approving it.



## **Record Keeping**

The PTG uses Google Drive to store its electronic records, which was set up by the School for the use of the PTG. In this way, each PTG Committee can maintain a record of its meeting agendas and minutes, and operational activities reports year to year, to assist the next and future PTG Committees. It is essential that each PTG Committee provide an adequate hand-over of their records, procedures and ideas for improvement to the incoming committee at the end of its term.

## **CHAPTER 4: Annual PTG Events and Activities**

### **Supporting School Events**

Much of the work of the PTG involves supporting annual School events and celebrations, including the annual Fun Run and Christmas Concert. The PTG also supports various School events to welcome newcomers and their families to the Patana community. The PTG's Activities Coordinator and Newcomers' Representative liaise with the relevant School staff to determine the work programme in this regard. Where possible, the Tiger Cart accompanies sporting events held at the School. The PTG's Tiger Shop Manager determines the Tiger Cart's commitments in this regard.

### **Welcoming Newcomers**

The PTG plays an important role in supporting the School in welcoming new families. The ways that the PTG supports these newcomers' events varies year-to-year, but it can be through the provision of volunteers to assist on the day, sponsorship of food and other items, raising awareness about the PTG and its role, answering questions from parents and soliciting new volunteers to join the PTG Committee (or assist with PTG events and activities). By having a presence at these newcomers' events, the PTG is able to assist new families to navigate Bangkok and Thai culture, connect with other parents and form social groups, connect with other families from their home country, and to find out more about the PTG.

### **Staff Appreciation Day**

The PTG's Chairperson organises Staff Appreciation Day each year in Term 3, in order to give thanks to all staff members for their hard work and dedication to achieving the School's mission. A donation is made to the six-day staff fund after the AGM each year.

### **Patana Community Grants**

Depending on its operational priorities and the resources at its disposal, the PTG Committee may invite the Patana community to submit proposals for worthy projects in the areas of academia, arts, sport, and student-led and charitable projects, under the banner of Patana Community Grants. The amount offered for each grant depends on the funds that the PTG raises through its annual events like Fun Day, and other activities. The PTG Committee approves requests at its AGM at the end of Term 3. The PTG Committee is under no obligation to offer Patana Community Grants year to year. If this initiative is offered, it is undertaken in partnership with the School, via the representation on the PTG Committee.

### **Patana Community Workshops**

The PTG Committee may invite the Patana community to attend or participate in Patana Community Workshops to provide learning and information-sharing opportunities for parents, staff and students on subjects relevant to the Patana community. If this initiative is offered, it is undertaken in partnership with the School, via the representation on the PTG Committee.

### **Patana Community Wellbeing Programme**

The PTG Committee may invite consulting psychologists (both Thai and foreigner) to be available to parents one to two days per term by appointment through the School focusing on healthy parenting and wellbeing. If this initiative is offered, it is undertaken in partnership with the School, via the representation on the PTG Committee.

## **International Day and Fun Day**

The two biggest annual events organised by the PTG are International Day and Fun Day. They are held at the School and involve close cooperation among the PTG, the School, and the TPG.

The aim of International Day is to celebrate cultural diversity and bring together students of all nationalities to share their heritage. There are over 60 nationalities represented at the School, and the event provides an opportunity for students to learn more about the different cultures and countries represented at the School. International Day is also an acknowledgement that the School follows the British curriculum and is operating within the host country, of Thailand. The format of International Day is flexible, however historically it has involved a Parade of Nations, a Cultural Show, a Food Hall and an Expo Hall, and runs over two days.

The aim of Fun Day is to bring the Patana community together and provide a fun day out for families at the School. The format of Fun Day is flexible, however historically it has involved a Raffle, Stage Show, Food Street, Shopping Street, Rides, Pool Activities, Primary and Secondary Games and Activities, a Tea Room, and Drinks Tents. Although Fun Day is the PTG's main fundraising event, it is under no obligation to raise funds at all, other than to cover its operational costs. This is usually done with the support of TPG and other parents who have businesses in Thailand.

The PTG appoints dedicated representatives to coordinate sub-committees to organise each of these two events. A project plan is developed for each PTG event, outlining tasks, deadlines and responsibilities. The PTG representative overseeing each of these events must ensure it is completed within budget and on time, and that a feedback report is prepared to advise the following year's organisers.

## **Other PTG Activities**

Each year the PTG Committee determines its schedule of activities, the extent and nature of which are dependent on the operational priorities and the resources at the disposal of the PTG year-to-year. Examples of activities that the PTG Committee has undertaken over the years include Car Boot Sales, Cycling Tours, Quiz Nights and the Patana Ball. The annual PTG budget and corresponding PTG activities schedule have been approved by the PTG Committee at the start of the School year

The PTG liaises with the School on its proposed activities schedule to avoid any clashes. Once it is finalised, it is adopted by the PTG and published alongside the School's calendar early in the School year. This schedule outlines the dates, times, locations and contact person for each PTG activity, as well as each PTG Committee meeting, AGM (and EGM if required), International Day and Fun Day Sub-Committee meetings and events.

A project plan is developed for each PTG activity, outlining tasks, deadlines and responsibilities. Each person responsible for a particular activity must ensure that the project is completed within budget and on time, and that a feedback report is prepared to advise the following year's organisers.

## CHAPTER 5: PTG Committee Position Descriptions

A position description is provided for each role on the PTG Committee and for those that coordinate regular sub-committees, including:

- Chairperson;
- Vice Chairperson;
- Secretary;
- Treasurer;
- Thai Affairs Liaison;
- Communications Coordinator;
- Tiger Shop Manager;
- Cross-Campus Parent Representative;
- Primary School Parent Representative;
- Secondary School Parent Representative;
- Newcomers' Representative;
- Activities Coordinator;
- International Day Coordinator; and
- Fun Day Coordinator.

Each position description contains a position statement, an estimate of the weekly time commitment, necessary attributes and skills, as well as the responsibilities for each role (in the areas of communication, relationships, meetings, sub-committees, finance and volunteers).

These position descriptions are useful for parents who are interested in nominating for, or who are elected to, a position on the PTG Committee, or if they simply want to find out more about the various roles on the PTG Committee.

## **PTG Chairperson Position Description**

The PTG Chairperson sets the tone and the agenda for the PTG Committee, while operating within the bounds of the PTG Constitution.

### **Time Commitment**

The time commitment for this position is **fifteen (15) hours per week** on average.

### **Attributes and Skills**

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

- Be friendly, outgoing and **approachable**, which translates to familiarity with and accessibility to parents, teachers, staff and the workings of the School, or being willing to acquire it;
- Show **leadership**, which translates to trusting the team's ability to deliver, and delegating tasks, maintaining a focus on the big picture, listening to the team and allowing open discussion, accepting criticism and being open to change, accepting praise gratefully and sharing it with the team and other volunteers, and being objective and not bringing personal issues to the table;
- Be **diplomatic** and **discrete**, which translates to ensuring personal and confidential information is not disclosed inappropriately (being the main point of contact in the PTG for parents, teachers, and staff, as well as PTG Committee members) and always seeking permission, where required, to pass on information to the appropriate person in the PTG or at School;
- Be **transparent**, which translates to being open, frank and honest (and expecting the same from team members), and operating in an ethical manner at all times; and
- Be **organised** and structured, which translates to staying informed about the PTG's actions and functions, ensuring PTG activities are planned and executed efficiently and effectively.

### **Responsibilities**

The responsibilities for this position are listed below.

#### *Communication*

- Be the PTG spokesperson amongst the Patana community whenever necessary and attend and support as many PTG sponsored events and activities as is possible.
- Raise awareness of the PTG amongst the Patana community, introduce the committee, and explain what the PTG does, when opportunities arise.
- Ensure the adopted PTG Activities Schedule is communicated widely amongst the Patana community.
- Respond to email and other enquiries within a reasonable timeframe, including items received in the PTG Suggestion Box (which are provided by the PTG Secretary on a monthly basis).
- Ensure non-PTG related matters are referred to the appropriate person at School for a response.
- Ensure opportunities for improvement are communicated after each PTG sponsored activity or event, and that an appropriate hand over process is in place when PTG members resign.

#### *Relationships*

- Build trust and enable open communication with the School by developing professional relationships with the Senior Leadership Team (SLT), the Services Manager and the Foundation Board Office.
- Work closely with the Executive, to develop and review overall PTG policies and goals.
- Work with PTG Committee members to ensure they are aware of their responsibilities and carry them out effectively.

- Maintain a connection with parents and students generally.

### *Meetings*

- Be accountable for PTG decisions and actions as agreed at PTG Committee and Sub-Committee meetings, and ensure they are recorded, shared, and implemented, as appropriate.
- Ensure the PTG Committee adopts its PTG Activities Schedule early in the year, avoiding clashes with the School timetable, activities and events.
- Ensure due notice of meetings is provided and that meeting papers are prepared and circulated as appropriate.
- Preside over PTG Committee meetings, EGMs and AGMs by running meetings efficiently (starting and finishing on time over a maximum of two hours), allow open discussion while keeping the focus on the agenda, and defer matters to be addressed out of session.
- Ensure that proceedings comply with the PTG Constitution.
- Report on the activities, events and other work undertaken by the PTG over the last six weeks at each PTG Committee meeting.
- Report on the year in review at the AGM on all matters relating to the various functions and roles of the PTG Committee.

### *Sub-committees*

- Chair the PTG's Staff Appreciation Day Sub-Committee and work closely with the TPG to coordinate the planning and delivery of this annual event.

### *Finance*

- Authorise financial transactions consistent with the PTG Constitution, as requested by the PTG Treasurer.

### *Volunteers*

- Recruit parent volunteers to fill vacancies on the PTG Committee as well as for PTG activities and events.
- Ensure 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.

## **PTG Vice Chairperson Position Description**

The Vice Chairperson deputises for the PTG Chairperson, 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, depending on availability of the PTG Chairperson. The person holding this position should hold another PTG Committee position (e.g. PTG Secretary). The time commitment for this position may vary throughout the year, depending on the other position held, and other 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 friendly, outgoing and **approachable**, which translates to familiarity with and accessibility to parents, teachers, staff and the workings of the School, or being willing to acquire it;
- Show **leadership**, which translates to trusting the team's ability to deliver and delegating tasks, maintaining a focus on the big picture (and avoiding micro-managing people and tasks), listening to the team and allowing open discussion, accepting criticism and being open to change, accepting praise gratefully and sharing it with the team and other volunteers, and being objective and not bringing personal issues to the table;
- Be **diplomatic** and **discrete**, which translates to ensuring personal and confidential information is not disclosed inappropriately (being the main point of contact in the PTG for parents, teachers, and staff, as well as PTG Committee members) and always seeking permission, where required, to pass on information to the appropriate person in the PTG or at School;
- Be **transparent**, which translates to being open, frank and honest (and expecting the same from team members), and operating in an ethical manner at all times; and
- Be **organised** and **structured**, which translates to staying informed about the PTG's actions and functions, ensuring PTG activities are planned and executed efficiently and effectively.

### **Responsibilities**

The responsibilities for this position are listed below.

#### *Communication*

- Fulfil the communication responsibilities of the PTG Chairperson when they are unable to do so (refer Chapter 5: PTG Chairperson Position Description).
- Be one of five (5) PTG representatives with administrative authority for the PTG's Facebook Group (in addition to the School's Development, Alumni and Marketing Manager and the Communications Coordinator).

#### *Relationships*

- Shadow the PTG Chairperson in regard to relationships so that the Vice-Chairperson can fulfil their responsibilities when the PTG Chairperson is unable to do so (refer Chapter 5: PTG Chairperson Position Description).

### *Meetings*

- Fulfil the responsibilities of the PTG Chairperson with regards to meetings when they are unable to do so (refer Chapter 5: PTG Chairperson Position Description).

### *Sub-committees*

- Fulfil the sub-committee responsibilities of the PTG Chairperson when they are unable to do so (refer Chapter 5: PTG Chairperson Position Description).
- Chair at least one major PTG Sub-committee, e.g. International Day (if there is a vacancy in the International Day Coordinator position), PTG Review.

### *Finance*

- Fulfil the finance responsibilities of the PTG Chairperson when they are unable to do so (refer Chapter 5: PTG Chairperson Position Description).
- Authorise financial transactions consistent with the PTG Constitution, as requested by the PTG Treasurer.

### *Volunteers*

- Fulfil the responsibilities of the PTG Chairperson with regards to volunteers when they are unable to do so (refer Chapter 5: PTG Chairperson Position Description).
- Assist to recruit parent volunteers to fill vacancies on the PTG Committee as well as for PTG activities and events.



## PTG Secretary Position Description

The PTG Secretary carries out the main administrative duties for the PTG Committee, while operating within the bounds of the PTG Constitution. An Assistant Secretary may be appointed to take minutes when the PTG Secretary is unavailable.

### Time Commitment

The time commitment for this position is **eight (8) hours per week** on average.

### Attributes and Skills

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

- Possess reasonable **computing skills**, including competency in the use of the Microsoft Windows suite, or equivalent;
- Possess a basic knowledge of **records management**; and
- Be **organised** 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*

- Maintain the PTG's electronic records management system by ensuring relevant files pertaining to PTG workings are filed and managed appropriately for future reference using the School's PTG Google Drive.
- Liaise with PTG Committee and Sub-Committee members to ensure records are captured in the PTG's electronic records management system.
- Hold a register of all usernames and passwords relevant to the PTG, and share as necessary, including the PTG Facebook Group, PTG Facebook Profile (for posting PTG notices to the Facebook Group) and Tiger Shop Facebook Profile (for posting Tiger Shop notices to the Facebook Group), PTG Webmail account, PTG Gmail accounts, PTG Google account, PTG computers in the PTG Room and Tiger Shop, and any others as acquired.
- Administer the PTG's email correspondence (incoming and outgoing) at the direction of the Chairperson as required.
- Check and manage (respond, redirect, delete, file, as appropriate) the PTG's email inbox, which is accessible via the Patana Website's webmail facility daily during the School week, and weekly during holiday periods.
- Change the PTG's email password in January each year adopting the same naming protocol.
- Maintain up-to-date email distribution lists consistent with the latest PTG Committee Contact List.
- Once a new PTG Committee has been elected, and as positions are replaced or become vacant, update the PTG Contact List (which includes PTG Committee and Sub-Committee positions, names, emails, mobiles, home countries, children's year groups and residential districts), and circulate to the PTG Committee, Sub-Committees as required, School's Reception, the SLT and their respective offices, and the Office of the Foundation Board.
- Ensure a hard copy is posted on the PTG Room noticeboard, and liaise with PTG Communications Coordinator to ensure a soft copy is posted on the Patana Website (Parents' Gateway) and the PTG Facebook Group (remembering only to post positions, names and emails for these "public" posts).
- Be one of five (5) PTG representatives with administrative authority to manage the PTG's Facebook Group (approving new members, approving/deleting parent posts as required), in addition to the School's Development, Alumni and Marketing Manager and Communications Coordinator, at

www.facebook.com/BangkokPatanaPTG, ensuring the PTG's Facebook profile is used for all posts (except for the Tiger Shop posts) to the PTG's Facebook group; the Tiger Shop Manager uses the Tiger Shop's Facebook Profile to post on the PTG Facebook Group.

- Liaise with the School's Services Manager to maintain cleanliness and the supply of tea, coffee, sugar and milk, and stationary supplies including A4 printer paper.
- Manage the PTG storeroom in cooperation with the Tiger Shop Manager.
- Manage PTG Room bookings efficiently through the Patana Website (Parents' Gateway and the PTG inbox).
- Update noticeboards and signage as necessary.
- Although the PTG Room is opened (unlocked) and closed (locked) by the School's security staff and ensure the PTG Room keys, including the PTG storeroom keys, are kept securely at the Primary Office, and that a register is in place for PTG Committee members to access them.
- Check the PTG Suggestion Box once a month, record the suggestions and provide them to the PTG Chairperson to respond to or resolve.
- Distribute the PTG Manual to all PTG Committee at the beginning of each year.

### *Relationships*

- Develop professional relationships school staff as required in administering responsibilities prior to, during and following PTG meetings, and other responsibilities.
- Work closely with and support the PTG chairperson in administering responsibilities prior to, during and following PTG meetings, and other responsibilities.

### *Meetings*

- Once dates are set and approved by the PTG Chairperson, liaise with the Secretary to the Services Manager regarding room bookings (Conference Centre or Sports Hall), equipment (projector, laptop, tables and chairs, whiteboards if required) and catering (10 PAX for Committee meetings, 20 PAX for EGMs and AGMs) for PTG Committee meetings, and EGMs and AGMs (it is advisable to confirm these arrangements at the beginning of each term).
- Two weeks prior to each meeting, request a brief report from each PTG Committee representative (including the relevant subcommittees), including an update, items for discussion and proposed motions/actions.
- Once approved by the PTG Chairperson, circulate the PTG Committee meeting Agenda (with the Committee Reports and the approved draft Minutes of the previous meeting attached) one (1) week prior to PTG Committee meetings, or two (2) weeks prior to EGMs and AGMs, asking for apologies and inviting members to put forward additional items.
- Ensure that School staff are listed first on the Agenda as they may not all be able to stay for the entire meeting, ensure the person presenting the report/Agenda item is listed on the Agenda next to the item.
- If there are any additional Agenda items, circulate the final Agenda before the meeting.
- Printing requests for Agenda papers are to be made to the Services Department at least two (2) days prior to meetings; these are charged to the PTG Committee's account.
- Ensure the Agenda and Agenda Papers are saved to the School laptop in the meeting room) and lay out any printed papers on the tables for attendees.
- Record the minutes of PTG Committee and Sub-Committee meetings, EGMs and AGMs, including additional discussion points if necessary, and motions/actions.
- Once approved (by the Head of School, Business Director and PTG Chairperson) circulate the draft Minutes to the PTG Committee, Sub-Committees as required, Assistant Principals, Services Manager, Development, Alumni and Marketing Manager, and Director of the Foundation Board Office.
- Ensure all Minutes are adopted (with or without amendments) at Committee meetings.

- Liaise with the PTG Communications Coordinator to ensure adopted PTG Committee, EGM and AGM Minutes are posted on the Patana Website (the Parents' Gateway).
- Keep track of decisions and actions recorded in the PTG Meeting Minutes and provide a list to the PTG Chairperson (showing completed and outstanding actions and the meeting and agenda item they relate to) prior to PTG Committee meetings.

#### *Sub-committees*

- Minute PTG Sub-Committee meetings as required.
- Chair the PTG Manual Review Sub-Committee to coordinate and document the review of the PTG Manual every four (4) years, or as required, e.g. when changes are made to the PTG Constitution.

#### *Finance*

- The PTG Secretary has no financial responsibilities.

#### *Volunteers*

- 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.

## **PTG Treasurer Position Description**

The PTG Treasurer oversees the PTG Committee's financial transactions (in consultation with the School, which holds the PTG's funds), while operating within the bounds of the PTG Constitution. An Assistant Treasurer may also be appointed to support the PTG Treasurer.

### **Time Commitment**

The time commitment for this position is **five (5) hours per week** on average. This may increase throughout the year, particularly leading up to and during Fun Day, which requires a significant time commitment from the PTG Treasurer.

### **Attributes and Skills**

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

- Be **accountable**, which translates to being accountable for the PTG's financial transactions and operating in an ethical manner at all times;
- Possess reasonable **computing skills**, including competency in the use of the Microsoft Windows suite, or equivalent;
- Possess a basic knowledge of **bookkeeping**; and
- Be **organised** 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*

- The PTG Treasurer has no direct communication responsibilities, other than what is indicated below.

#### *Relationships*

- Communicate closely with the School by developing professional relationships with the Finance and Accounting Department.
- Work closely with the Executive, to develop and review overall PTG policies and goals.
- Work with PTG Committee members to ensure they carry out their financial responsibilities effectively.

#### *Meetings*

- Provide a financial report on the PTG's account at each PTG Committee meeting.
- Report on the current PTG financial status and the draft budget forecast (prepared by the Executive or the PTG Committee) for the following academic year at the AGM.
- The incoming PTG Treasurer is to present the proposed annual budget to be approved at the first PTG Committee meeting for that academic year.
- An example of an annual financial forecast is provided below and as example only; priorities will change year-to-year depending on the direction of each PTG Committee and available resources (human and financial).

#### *Sub-committees*

- Chair a PTG Treasury Sub-Committee, as required.

## Finance

- Liaise with the School's Accounting, Cashier and Purchasing Departments to administer the PTG's funds, which are held within the School's account.
- Ensure that PTG Committee appropriately exercises its decision making authority in regards to the allocation of PTG funds, while the School has the administering authority for acquitting the accounts.
- Once approved by the Executive and/or the PTG Committee, make a request to the School for required items (to reimburse PTG Committee members or make payments to outside providers), including the day-to-day re-stock of the Tiger Shop, and ensure cheques issued by the School are picked up from the Cashier.
- Deposit moneys received into the School's account and ensure the deposit slip is given to the Cashier, who will then issue the School with a receipt for the PTG Treasurer's records (ensure amounts less than THB10,000 cash are deposited at the Cashier, and that the donation box in the PTG Room is checked monthly).
- Request balance updates from the School's Accountant who does the booking keeping for the PTG account.
- Reconcile expenditure request forms and receipts, and prepare a balance report for each PTG Committee meeting and also the final balance for the AGM (and EGMs if necessary).

## Volunteers

- 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.

## Annual Financial Forecast

Expense Item	Total (THB)	Notes
Support School's Newcomers' Induction (Aug)	10,000	Buffet lunch or morning tea and information seminar to welcome newcomers' families and introduce the PTG and staff
Support School's Newcomers' Welcome (Aug)	10,000	Lunch and morning tea to welcome new students
Tiger Shop Re-Stock (Sep)	400,000	Re-stocking and buying new items for sale
Sponsor School's Fun Run (Sep)	20,000	Breakfast sponsor
International Day Country Support (Nov)	100,000	Country grants
Christmas Gifts for Primary Children (Dec)	10,000	Gifts from Santa
Support School's Christmas Concert (Dec)	30,000	Refreshments sales (drinks and minced pies)
Fun Day (Mar)	450,000	Rides and operational expenditure
Patana Community Workshops (Sep, Feb, Jun)	100,000	Parent, teacher and/or student workshops
Staff Appreciation Day (May)	30,000	Gifts and catering for staff luncheon
Six-Day Staff Donation (May)	10,000	For the sixth-day staff celebration
<b>Patana Community Grants (Sep):</b>	<b>500,000</b>	<b>PTG approved annual grants programme</b>
a) Academic Grant	(100,000)	Parent/teacher requests for academic project support
b) Arts Grant	(100,000)	Parent/teacher requests for arts, drama or music project support
c) Sports Grant	(100,000)	Parent/teacher requests for project support
d) Student Project Grant	(100,000)	Student body requests for project support
e) Charities Grant	(100,000)	Parent/teacher requests for support for charitable projects
<b>TOTAL</b>	<b>1,670,000</b>	<b>One Million Six Hundred and Seventy Thousand Baht</b>
Income Item	Total (THB)	Notes
Tiger Shop	700,000	Although moneys raised via the sale of Tiger Shop merchandise covers the cost of ordering new stock, any additional moneys raised contributes to the Patana Community Grants programme
Fun Day	1,000,000	Although Fun Day sponsorship covers the cost of rides, moneys raised from coupons (raffle and entry passes) contributes to the Patana Community Grants programme
Other School and PTG Events and Activities	60,000	Moneys raised from other School and PTG activities and events (e.g. Christmas Concert)
School Budget	200,000	Operational support from the School
<b>TOTAL</b>	<b>1,960,000</b>	<b>One Million Nine Hundred and Sixty Thousand Baht</b>
<b>GRAND TOTAL (Surplus)</b>	<b>290,000</b>	<b>Two Hundred and Ninety Thousand Baht</b>

## **PTG Thai Affairs Liaison Position Description**

The PTG Thai Affairs Liaison is appointed by the TPG to assist the PTG Committee to navigate Thai cultural etiquette, and overcome language barriers with regard to procedures and processes, while operating within the bounds of the PTG Constitution. The Chairperson of the TPG is approved by the School, and the person in that position nominates one of their willing representatives to fulfil the role of Thai Affairs Liaison on the PTG Committee.

### **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. It also does not take account of the time committed by the PTG Thai Affairs Liaison to the TPG.

### **Attributes and Skills**

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

- Be **fluent and able to read and write in Thai and English**;
- Be **organised 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 Thai cultural etiquette, and overcome language barriers with regard to procedures and processes for the purposes of organising activities and events.
- Promote School and PTG activities and events amongst the Thai parents within the Patana community, by maintaining close contact with the TPG.
- Ensure opportunities for improvement are identified after each activity or event from a Thai perspective.
- Ensure an appropriate handover is given when this member moves on.
- Work with the TPG to assist the Thai Department to encourage parents and students of all nationalities to participate in the annual Loy Kratong celebrations.
- Liaise with outside providers to supply traditional Thai costumes for the TPG to sell at the School to the Patana community.
- Liaise with the Services Manager regarding a suitable location for and timing of costume sales.

#### *Relationships*

- Provide a link between the broader Thai 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 and procedural perspective.
- Provide a link between the TPG (representing Thai 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.
- Assist the TPG to organise a meeting with Thai parents within the Patana community at the start of the year to request funds for PTG events and activities including Fun Day and the Thai component of International Day (minimum 500 baht per family is recommended but optional), sponsorship for Fun Day (cash and product donations) and solicit volunteers to support these 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*

- Update the PTG Committee at PTG Committee meetings on relevant matters of concern to the Thai community as necessary, and report on the TPG's involvement in PTG Activities and events.
- Provide a report at the AGM on the TPG's involvement in PTG Activities and events over the year.

### *Sub-committees*

- Support the Newcomers', Activities, Fun Day, International Day, and other Sub-Committees as required.
- Although it is not a sub-committee of the PTG, this role holds a position on the TPG.

### *Finance*

- The Thai Affairs Liaison has no direct financial responsibilities, except to work with the TPG to solicit sponsorship for PTG activities and events as required.

### *Volunteers*

- Recruit Thai parent volunteers to assist with the delivery of PTG activities and events.
- Ensure Thai 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.

## **PTG Communications Coordinator Position Description**

The Communications Coordinator is responsible for almost all communications and publications generated by the PTG Committee, while operating within the bounds of the PTG Constitution.

### **Time Commitment**

The time commitment for this position is **six (6) 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:

- Possess strong **computing skills**, including competency in the use of the Microsoft Windows suite, or equivalent, with an eye for graphics, knowledge of social media platforms and website maintenance;
- Be **organised** 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*

- Oversee the administration of the PTG Facebook Group, sourcing and sharing relevant community interest information, and post in accordance with PTG guidelines (refer Appendix 6: PTG Communication Guidelines).
- Be one of five (5) PTG representatives with administrative authority to manage the PTG's Facebook Group (approving new members, approving/deleting parent posts as required), in addition to the School's Development, Alumni and Marketing Manager and Communications Coordinator, at [www.facebook.com/BangkokPatanaPTG](http://www.facebook.com/BangkokPatanaPTG), ensuring the PTG's Facebook profile is used for all posts (except for the Tiger Shop posts) to the PTG's Facebook group; the Tiger Shop Manager uses the Tiger Shop's Facebook Profile to post on the PTG Facebook Group.
- Provide timely articles and communications for distribution via the School's newsletter, Patana News, Primary Newsletters and Secondary Notices.
- Produce and distribute flyers, posters and marketing material as required by the PTG Committee.
- Send emails to Patana parents via the School system through the Marketing Department, where feasible, however this should be kept to a minimum.
- Coordinate with the School's IT Department and the PTG Secretary to maintain the PTG pages on the Patana Website (Parents' Gateway), so that it accurately reflects the PTG Constitution, the PTG Manual, and information as required by the PTG Chairperson, to provide an online presence for the PTG on the Patana Website (Parents' Gateway).
- Post information to facilitate communication between the PTG Committee and the Patana community.
- Ensure all PTG communication is undertaken in accordance with the PTG Communication Guidelines (refer Appendix 6: PTG Communication Guidelines).



### *Relationships*

- Liaise with the Development, Alumni and Marketing Manager on communications requirements for all PTG events.
- Work closely with the PTG Chairperson, Activities Coordinator, International Day Coordinator and Fun Day Coordinator to support them in their duties to promote and advertise PTG activities and events, meetings etc. amongst the Patana community.

### *Meetings*

- Report on communications responsibilities at PTG Committee meetings as necessary.

### *Sub-committees*

- Support the Newcomers', Activities, Fun Day, International Day, and other Sub-Committee as required.

### *Finance*

- The PTG Communications Coordinator has no direct financial responsibilities.

### *Volunteers*

- 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.

## **PTG Tiger Shop Manager Position Description**

The PTG Tiger Shop Manager oversees the daily operations of the Tiger Shop, and reports to the PTG Treasurer, while operating within the bounds of the PTG Constitution.

### **Time Commitment**

The time commitment for this position is **four (4) 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:

- Possess good **customer service** and **retail management** skills;
- Be **accountable**, which translates to being accountable for the Tiger Shop's financial transactions and operating in an ethical manner at all times;
- Be **organised** 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*

- Be one of five (5) PTG representatives with administrative authority for the PTG's Facebook Group (in addition to the School's Development, Alumni and Marketing Manager and Communications Coordinator).

#### *Relationships*

- Work closely with the PTG Treasurer, the PTG Secretary, the PTG Tiger Shop Sub-Committee, and the school's Services Manager to manage the shop facility.

#### *Meetings*

- Report on Tiger Shop responsibilities at PTG Committee meetings as necessary.

#### *Sub-committees*

- Establish a Sub-Committee of consisting of the PTG Treasurer and parent volunteers to work in the Tiger Shop and in the Tiger Cart at PTG sponsored events, as required/feasible.
- Set, maintain and promote adequate opening hours in the Tiger Shop and maintain a Tiger Shop Volunteers Roster in consultation with sub-committee members.
- Train sub-committee members (volunteers) on Tiger Shop procedures.
- Liaise with the Tiger Shop Sub-Committee to ensure the shop is well managed, clean and presentable, including maintaining display stock, updating noticeboards and signage as necessary, ensuring air conditioning is maintained at 25 degrees while it is open, and that the lights and air conditioning are turned off and doors are locked upon closing.
- Ensure that spare Tiger Shop keys are kept securely at the Primary Office, and that a register is in place for PTG Committee and Tiger Shop Sub-Committee members to access them; along with the PTG storeroom keys.

## *Finance*

- Maintain a weekly 2,000 baht cash float and ensure volunteers balance the cash each day, either manually or using the cash register.
- Assist the PTG Treasurer to prepare profit and loss statements as required.
- Ensure stock provided to the School Shop to sell is accounted for and expenses reimbursed.
- Ensure all moneys are collected by the PTG Treasurer and taken to the Cashier on the same day once a week, unless other arrangements are made to cater for School holidays.
- Support the PTG Treasurer to maintain accurate electronic records of sales over time, and ensure they are saved on the PTG's Electronic Records System, with assistance from the PTG Secretary.
- Tiger Shop volunteers are to maintain a log in the Tiger Shop to record the till balance at the start and finish of each volunteer's shift; if any discrepancies are found they should be recorded in the log and the PTG Treasurer and Tiger Shop Manager informed.
- Coordinate with the PTG Treasurer to purchase stock to maintain stock levels (without over-stocking) by maintaining a monthly stock inventory, liaising with suppliers, placing an order and completing a purchase order for approval by the Executive and acquittal by the School.
- Suggest new products for sale to the PTG Committee and seek PTG Committee approval before any new items are purchased and seek PTG Committee approval (and seek approval from the Development, Alumni and Marketing Manager if the product carries the school logo); apply the following procedure when considering new products:
  - a) Describe the product;
  - b) Evaluate the product, including its suitability, potential market, durability, uniqueness, duplicability, retail appeal, value for money and profit potential; and
  - c) Compare supplier options and respective prices.
- Check all stock deliveries and report any anomalies within seven (7) days.
- Provide marketing initiatives to promote the sale of Tiger Shop merchandise (e.g. PTG Facebook Group Competitions, sales).
- Ensure the inventory does not include items being sold by charitable groups and businesses for commercial purposes, or food items as required by School policy.

## *Volunteers*

- Ensure a stock of "PTG Committee Volunteer" shirts are ordered and in stock for the coming year, for activities and events (ensure they are returned).
- Ensure a stock of "Fun Day Crew" shirts are ordered and in stock for the coming Fun Day event (ensure they are returned).
- Recruit volunteers from the Patana community (including from within the PTG Committee and the various Sub-Committees).

## **PTG Cross-Campus Parent Representative Position Description**

The PTG Cross-Campus Parent Representative is a proactive bridge-builder between parents, staff and students involved in the Cross-Campus aspects of the school, including Arts, Sports, Digital Literacy (ICT), Music, the Libraries, and its work on increased Environmental Awareness, while operating within the bounds of the PTG Constitution.

### **Time Commitment**

The time commitment for this position is **four (4) 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 friendly and communicative, outgoing and **approachable**, which translates to familiarity with and accessibility, particularly amongst Cross-Campus staff as well as students, or being willing to acquire it;
- Be **forward-thinking**, adaptable and willing to learn;
- Possess a **high interest** in the Cross-Campus aspects of the school;
- Be **organised** 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*

- Provide input and support when necessary on the Cross-Campus aspects of the School.
- Share information about Cross-Campus developments under way in the School, as well as PTG activities.
- Support student projects and feedback relevant views into key PTG activities such as Fun Day, International Day etc.

#### *Relationships*

- Build trust and enable open communication by developing professional relationships with parents, the Cross-Campus team and other School staff as required, the Primary and Secondary School student bodies, and students generally.
- Work closely with the PTG's International and Fun Day Coordinators, and the Activities Coordinator to provide a Cross-Campus link, where relevant.
- Work closely with the Cross-Campus Principal and the PTG Chairperson as required.

#### *Meetings*

- Participate in the Student Environmental Committee which meets for lunch on a weekly basis, and work closely with them to support them on their projects.
- Play an active role in the Green Patana Student Environment Council by attending as many of their weekly meetings as possible.
- Attend Cross-Campus meetings as required.

- At PTG Committee Meetings report broadly on relevant Cross-Campus initiatives, where required; avoid raising new issues or discussing confidential issues at PTG Committee Meetings as it is not the appropriate forum.

### *Sub-committees*

- Establish a PTG Cross-Campus Sub-Committee when required, including the relevant Cross-Campus staff and Primary and Secondary School student body representatives, in order to support student projects initiated in the Cross-Campus arena, and report on PTG business, as required.
- Ensure these meetings are attended by the PTG Chairperson or Vice Chairperson, where possible/relevant, and that minutes are taken, and provided to the PTG Chairperson for approval prior to being circulated amongst the sub-committee.
- Support the PTG's Newcomers' Sub-Committee where required at newcomers' events.
- Support the PTG's International Day Sub-Committee where required.
- Work with the PTG's Fun Day Sub-Committee to coordinate student activities, including fundraising activities for various School-approved charities.

### *Finance*

- The PTG Cross-Campus Parent Representative has no direct financial responsibilities, except where they relate to incoming or outgoing monies for PTG sponsored student projects, activities and events.

### *Volunteers*

- 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.
- Solicit student volunteers to assist and support PTG activities and events where appropriate.

## **PTG Primary Parent Representative Position Description**

The PTG Primary Parent Representative acts as the liaison between the PTG Primary Year Group Representatives (who represent parents from the respective Primary year groups) and the Primary Leadership Team (PLT), while operating within the bounds of the PTG Constitution. This role is ideally suited to someone with a child or children in the Primary School.

### **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 friendly, outgoing and **approachable**, which translates to familiarity with and accessibility to Primary parents generally, or being willing to acquire it;
- Being **objective** and not bringing personal issues to the table; and
- Be **organised** 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*

- Be the PTG spokesperson in the Primary School whenever requested by the PTG Chairperson, and attend and support as many Primary parent meetings and events as possible (e.g. newcomers' events; Primary Year Group and Class Parent coffee mornings, the Christmas Concert and Santa's Visit) and raise awareness about the PTG, the role of the PTG Primary Parent Representative and the PTG Primary Year Group Representatives and solicit volunteers to assist with PTG activities and events.

#### *Relationships*

- Build trust and enable open communication with the School by developing professional relationships with the PLT, the Services Manager and other staff as required.
- Maintain a close connection with PTG Primary Year Group Representatives, School-appointed Class Parents and Primary parents generally, and stay abreast of issues of concern to parents.
- Refer parents directly to members of the PLT or other staff where appropriate.

#### *Meetings*

- Coordinate PTG Primary Year Group Representatives to attend the relevant Year Group Coffee Mornings organised by each of the School's Heads of Year to support the School and parents; ensure the School is advised of any issues/concerns among parents so that arrangements can be made for the appropriate person to respond to any anticipated questions; and try and connect with any new parents.
- At PTG Committee Meetings report broadly on issues raised by parents and how they were resolved as necessary; avoid raising new issues or discussing confidential issues at PTG Committee Meetings, as it is not the appropriate forum.

### *Sub-committees*

- Establish a Sub-Committee made up of the PTG Primary Year Group Representatives, in order to meet two (2) weeks prior to or after PTG Committee meetings to discuss non-academic issues of concern to parents (academic issues are to be directed to the relevant School Staff) and report on PTG business.
- Ensure these meetings are attended by the PTG Chairperson or Vice Chairperson, where possible, and that minutes are taken, and provided to the PTG Chairperson for approval prior to being circulated amongst the PTG Primary Year Group Representatives and the PLT.
- Some of issues raised at the Sub-Committee meetings can be addressed or resolved directly in the meeting, while more significant issues require the PTG Chairperson to be briefed prior to them being referred by the PTG Primary Parent Representative to the relevant member of the PLT or staff member.
- Ensure the relevant PTG Primary Year Group Representative feeds information back to the parent or parents that raised the matter, and that the PTG Chairperson is briefed on the outcome.
- Support the PTG Newcomers' Sub-Committee:
  - At the start of the School year, assist the PTG Newcomers' Representative to liaise with the PLT regarding the date and coordination of support and sponsorship of the School's Newcomers' Welcome Morning Tea, to welcome new students and thank their "buddies" for being School Ambassadors.
  - At the start of the School year, assist the PTG Newcomers' Representative to liaise with the PLT regarding the date and coordination of support and sponsorship of the School's Newcomers' Induction, including an information seminar to welcome new families, and introduce staff and the PTG.
  - Seek assistance from PTG Primary Year Group Representatives to assist with newcomers' events where possible.
  - Assist the PTG Newcomers' Representative to liaise with the Services Department regarding the catering for newcomers' events (from outside providers and the School Canteen); for example, ice cream is often served at the Newcomers' Welcome Morning Tea and a buffet morning tea or lunch is offered at the Newcomers' Induction.
  - Assist where required at newcomers' events to introduce the PTG representatives and answer questions from new parents, help direct parents and students where to go, and serve food and drinks when required.
  - Assist the PTG Newcomers' Representative to liaise with the Services Department regarding arrangements for ECA, community organisations and PTG information booths to be present at the Newcomers' Induction.
  - Support the PTG Newcomers' Representative where required at Newcomers' Coffee Mornings.
- Support the PTG Fun Day Sub-Committee:
  - Oversee the Primary games and activities at Fun Day, including purchase of small prizes, soliciting volunteers to assist and ensuring a range of games and activities are offered by liaising with outside providers and the PTG Fun Day Coordinator.

### *Finance*

- The PTG Primary Parent Representative has no direct financial responsibilities, except where they relate to incoming or outgoing monies for PTG sponsored activities and events involving Primary parents.

### *Volunteers*

- 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.
- Solicit parent volunteers to fill vacancies on the PTG Committee as well as for PTG activities and events via PTG Primary Year Group Representatives, School's Class Parents and Primary parents generally.



## **PTG Secondary Parent Representative Position Description**

The PTG Secondary Parent Representative acts as the liaison between the PTG Secondary Year Group Representatives (who represent parents from the respective Secondary year groups) and the Secondary Leadership Team, while operating within the bounds of the PTG Constitution. This role is ideally suited to someone with a child or children in the Secondary School.

### **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 friendly, outgoing and **approachable**, which translates to familiarity with and accessibility to Secondary parents generally, or being willing to acquire it;
- Being **objective** and not bringing personal issues to the table; and
- Be **organised** 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*

- Be the PTG spokesperson in the Secondary School whenever requested by the PTG Chairperson, and attend and support as many Secondary parent meetings and events as possible (e.g. newcomers' events; Secondary Year Group and Class Parent coffee mornings and the Christmas Concert) and raise awareness about the PTG, the role of the PTG Secondary Parent Representative and the PTG Secondary Year Group Representatives and solicit volunteers to assist with PTG activities and events.

#### *Relationships*

- Build trust and enable open communication with the School by developing professional relationships with the Secondary Leadership Team, the Services Manager and other staff as required.
- Maintain a close connection with PTG Secondary Year Group Representatives and Secondary parents generally, and stay abreast of issues of concern to parents.
- Refer parents directly to members of the Secondary Leadership Team or other staff where appropriate.
- Attend Year Group Coffee Mornings (and coordinate PTG Secondary Year Group Representatives to attend the relevant one for their year group) organised by each of the School's Heads of Year to support the School and parents; ensure the School is advised of any issues/concerns among parents so that arrangements can be made for the appropriate person to respond to any anticipated questions.

### *Meetings*

- At PTG Committee Meetings report broadly on issues raised by parents and how they were resolved as necessary; avoid raising new or discussing confidential issues at PTG Committee Meetings, as it is not the correct appropriate forum.

### *Sub-committees*

- Establish a Sub-Committee made up of the PTG Secondary Year Group Representatives, in order to meet two (2) weeks prior to or after PTG Committee meetings to discuss non-academic issues of concern to parents (academic issues are to be directed to the relevant School Staff) and report on PTG business.
- Ensure these meetings are attended by the PTG Chairperson or Vice Chairperson, where possible, and that minutes are taken, and provided to the PTG Chairperson for approval prior to being circulated amongst the PTG Secondary Year Group Representatives and the PLT.
- Some of issues raised at the Sub-Committee meetings can be addressed or resolved directly in the meeting, while more significant issues require the PTG Chairperson to be briefed prior to them being referred by the PTG Secondary Parent Representative to the relevant member of the Secondary Leadership Team or staff member.
- Ensure the relevant PTG Secondary Year Group Representative feeds information back to the parent or parents that raised the matter, and that the PTG Chairperson is briefed on the outcome.
- Support the Newcomers' Sub-Committee:
  - At the start of the School year, assist the PTG Newcomers' Representative to liaise with the Secondary Leadership Team regarding the date and coordination of support and sponsorship of the School's Newcomers' Welcome Lunch to welcome new students and thank their "buddies" for being School Ambassadors.
  - At the start of the School year, assist the PTG Newcomers' Representative to liaise with the Secondary Leadership Team regarding the date and coordination of support and sponsorship of the School's Newcomers' Induction, including an information seminar to new families, and introduce staff and the PTG.
  - Seek assistance from PTG Secondary Year Group Representatives to assist where possible.
  - Assist the PTG Newcomers' Representative to liaise with the Services Department regarding the catering for these events (from outside providers and the School Canteen); for example, ice cream is often served at the Primary Newcomers' Welcome Morning Tea and pizza is often served at the Secondary Newcomers' Welcome Lunch, and a buffet morning tea or lunch is offered at the Newcomers' Induction.
  - Assist where required at these events to introduce the PTG representatives and answer questions from new parents, help direct parents and students where to go, and serve food and drinks when required.
  - Liaise with the Services Department regarding arrangements for ECA, community organisations and PTG information booths to be present at the Newcomers' Induction.
  - Support the PTG Newcomers' Representative where required at Newcomers' Coffee Mornings.
- Support the Fun Day Sub-Committee:
  - Oversee the Secondary games and activities at Fun Day, including purchase of small prizes, soliciting volunteers to assist and ensuring a range of games and activities are offered by liaising with outside providers and the PTG Fun Day Coordinator.

### *Finance*

- The PTG Secondary Parent Representative has no direct financial responsibilities, except where they relate to incoming or outgoing monies for PTG sponsored activities and events involving Secondary parents.

### *Volunteers*

- 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.
- Solicit parent volunteers to fill vacancies on the PTG Committee as well as for PTG activities and events via PTG Secondary Year Group Representatives and parents generally.

## **PTG Newcomers' Representative Position Description**

The PTG Newcomers' Representative is responsible for making newcomers feel welcome and making them aware of the PTG and its role, 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 friendly, outgoing and **approachable**, which translates to familiarity with and accessibility to new parents and students, or being willing to acquire it;
- Be **organised** 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*

- The PTG Newcomers' Representative has no direct communication responsibilities, other than what is indicated below.

#### *Relationships*

- Build trust and enable open communication with the School by developing professional relationships with the Primary and Secondary Leadership Team, the Services Manager and other staff as required.
- Maintain a close connection with PTG Cross-Campus, Primary and Secondary Year Group Representatives and new parents and students generally, and stay abreast of issues of concern to parents.
- Refer parents directly to members of the respective Leadership Teams or other staff where appropriate.
- Attend Newcomers' Coffee Mornings, usually held in Terms 1 and 3 (and coordinate PTG Primary and Secondary Parent and Year Group Representatives to attend where required), which are organised by the School, to support the School and parents.
- Work closely with Admissions to share information about newcomers as required for PTG sponsored newcomers' events and where supporting the School at their newcomers' events.

#### *Meetings*

- At PTG Committee Meetings report on newcomers' events and matters relating to new parents and students as necessary.

#### *Sub-committees*

- Establish and coordinate the Newcomers' Sub-Committee:
  - At the start of the School year connect with Admissions and introduce yourself so that connections can be made with new parents and students.
  - Work closely with the PTG Primary and Secondary Year Group Representatives so that connections can be shared with new parents and students.

- Prepare a newcomers' welcome letter from the PTG (templates are available in the PTG's Electronic Records System) and circulate with the School's Newcomers' Induction Kit, along with a PTG Contact List and PTG Activities Schedule.
- At the start of the School year, liaise with the respective Leadership Team and the PTG Primary and Secondary Parent Representatives regarding the date and coordination of support and sponsorship of the School's Newcomers' Welcome Morning Tea (Primary) and Lunch (Secondary) to welcome new students and thank their "buddies" for being School Ambassadors.
- At the start of the School year, liaise with the respective Leadership Team and the PTG Primary and Secondary Parent Representatives regarding the date and coordination of support and sponsorship of the School's Newcomers' Induction, including an information seminar to new families, and introduce staff and the PTG.
- Seek assistance from the PTG Primary and Secondary Parent Representatives and their PTG Year Group Representatives to assist where possible.
- Liaise with the Services Department regarding the catering for these events (from outside providers and the School Canteen); for example pizza is often served at the Newcomers' Welcome Lunch and a buffet morning tea or lunch is offered at the Newcomers' Induction.
- Coordinate the PTG's presence at these events ensuring PTG representatives are introduced and are available answer questions from new parents, help direct parents and students where to go, and serve food and drinks when required.
- Assist the PTG Newcomers' Representative to liaise with the Services Department regarding arrangements for ECA, community organisations and PTG information booths to be present at the Newcomers' Induction.
- Ensure a request is authorised by the PTG Chairperson for any purchases (the PTG sponsors the food and drinks for the Newcomers' Welcome Lunch), and is forwarded to the Secretary to the Services Manager.

### *Finance*

- The PTG Newcomers' Representative has no direct financial responsibilities, except where they relate to incoming or outgoing monies for PTG sponsored activities and events involving newcomers.

### *Volunteers*

- 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.
- Solicit parent volunteers to fill vacancies on the PTG Committee as well as for PTG activities and events.

## **PTG Activities Coordinator Position Description**

The PTG Activities Coordinator is responsible for coordinating PTG activities to bring the Patana community together (excluding but not in isolation of International Day, Fun Day, Newcomers' and Tiger Shop events), while operating within the bounds of the PTG Constitution.

### **Time Commitment**

The time commitment for this position is **five (5) 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 friendly, outgoing and **approachable**, which translates to familiarity with and accessibility to parents and students, or being willing to acquire it;
- Be **organised** 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*

- Develop flyers to promote and advertise PTG Activities at the appropriate times, through the appropriate School and PTG media (whether it be Patana News, Primary Newsletters, Secondary Notices, PTG and School Facebook, or the School Website, or a combination).
- Be one of five (5) PTG representatives with administrative authority for the PTG's Facebook Group (in addition to the School's Development, Alumni and Marketing Manager and Communications Coordinator).

#### *Relationships*

- Works closely with the PTG Activities Sub-Committee, including the School's Services Manager and the Development, Alumni and Marketing Manager, PTG Chairperson, Communications Coordinator, Thai Affairs Liaison and other PTG Committee representatives.
- Assists the PTG Fun Day and International Day Coordinators, where required.

#### *Meetings*

- Report on PTG activities progress, execution and feedback at PTG Committee Meetings as required.
- Submit a feedback reports at the PTG Committee Meeting following activities and ensure they are saved on the PTG's Electronic Records System for future reference.

#### *Sub-committees*

- Establish a PTG Activities Sub-Committee.
- Support the PTG Chairperson to prepare the PTG Activities Schedule, the extent to and nature of which are dependent on operational priorities and the resources at its disposal (both financial and human); examples of other activities that the PTG Committee has undertaken over the years include Jumble Sales, Cycling Tours, Quiz Nights and the Patana Ball.

- Oversee the planning and execution of the approved PTG Activities Schedule (excluding PTG Committee Meetings, and EGMs and the AGM, International Day, Fun Day, and Newcomers' and Tiger Shop events) throughout the year; and ensure feedback received on the previous activity is taken into consideration.
- Should the PTG Committee decide they have the resources, with the support of the PTG Committee; the PTG Activities Coordinator has the option of administering Patana Community Workshops and Patana Community Grants, via the PTG Activities Sub-Committee.

### *Finance*

- The PTG Activities Coordinator has no direct financial responsibilities, except where they relate to incoming or outgoing monies for PTG sponsored activities or if the PTG Committee decides to implement the Patana Community Grants and/or Patana Community Workshops Programmemes, in which case, the PTG Activities Coordinator is responsible for administering the funds associated with these programmemes.

### *Volunteers*

- 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.
- Solicit parent volunteers for PTG activities and events.

## **PTG International Day Coordinator Position Description**

The PTG International Day Coordinator oversees the organisation of International Day which aims to celebrate the cultural diversity represented at the School and encourage the involvement of teachers, parents and students of all nationalities, while operating within the bounds of the PTG Constitution. If the position remains vacant early in the School year, the PTG Chairperson will request that a member of the PTG Committee or Sub-Committees take on the role.

### **Time Commitment**

The time commitment for this position is **ten (10) hours per week** on average, but **only between August and December**, during the planning and execution phases of the event.

### **Attributes and Skills**

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

- Be a calm, level-headed person with strong **inter-personal skills**.
- Be **organised** 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*

- Invite Country Representatives to nominate, advertise all meetings with due notice, promote the event, and share Country Representatives and Steering Committee contact information, at the appropriate times through the appropriate School and PTG media (whether it be Patana News, Primary Newsletters, Secondary Notices, PTG and School Facebook, or the School Website, or a combination).
- Develop a flyer and a poster to promote and advertise Fun Day.

#### *Relationships*

- Works closely with the PTG International Day Sub-Committee, including the School's Services Manager and the Development, Alumni and Marketing Manager, PTG Chairperson, Communications Coordinator, Thai Affairs Liaison and other PTG Committee representatives.
- Assists the PTG Activities and Fun Day Coordinators, where required.

#### *Meetings*

- Report on progress, execution and feedback at PTG Committee Meetings as required.
- Submit a feedback report at the PTG Committee Meeting following the event and ensure it is saved on the PTG's Electronic Records System for future reference.

#### *Sub-committees*

- Establish a Sub-Committee of parent representatives and School staff to plan and execute International Day and recruit volunteers to coordinate the Parade, Cultural Show, Exhibition and Food components of the event, or whichever components the Sub-Committee elects to run with that year, and brief them on tasks and expectations; and ensure feedback received on the previous event is taken into consideration.



- Ensure the PTG Thai Affairs Liaison is represented on the Sub-Committee to coordinate the Thai components of the event, and solicit Thai volunteers to assist.
- Ensure the Services Manager is represented on the Sub-Committee to coordinate logistics and staff (Buildings and Grounds staff, bus monitors, and cleaning staff) for setup and clean up for the event.
- Liaise with the PLT on provision of the Years 1-3 Passports and volunteer roster for teachers assisting with taking the children through the event and clarify which component they will assist with.
- Develop a roster for additional volunteers to assist as ushers for each component of the event; numbers can be determined by the Sub-Committee.
- Convene an initial meeting of the Sub-Committee early in the School year (late August/early September, after the Newcomers' Inductions) to determine the programme, clarify roles and responsibilities and the location for each component of the event; and fortnightly meetings are suggested prior to the event, with one final post-event meeting.
- Minute each meeting to minimise confusion and maximise steady progress.
- Liaise with Admissions regarding the list of country groups represented at the School at the beginning of the School year and how many students per group, and undertake an inventory of Country Stamps for Years 1-3 Passports (stored in the PTG storeroom) and country flags (stored in the School's International Day storeroom beside the Sports Hall) at least six (6) weeks prior to the first Country Representative meeting (and replacements/extras ordered through the Services Manager if required) so they are ready in the week before the event.
- Undertake an inventory of country banners (stored in the School's International Day storeroom beside the Sports Hall) and advise Country Representatives that it is their responsibility to collect, redecorate and bring to the Parade; the School provides one blank banner to each country group without one (where possible bring banners to the Country Representative Meeting to make it easier for parents to collect them).
- Work with Country Representatives to:
  - Actively encourage the involvement of all nationalities represented at the School in the event and seek to ensure a Country Representative nominates from each country group within the Patana community.
  - Maintain close contact with Country Representatives who are responsible for soliciting their own volunteers from their country groups, liaising with their volunteers to agree on and organise a costume, coordinating involvement in one or more of the components of the event (depending on the size of the group and available resource), and requesting donations per student or family within the country group to cover costs (if they choose to do so).
  - Clarify where necessary that Country Representatives are selected on a first-come first-served basis and any proposals for country representation at International Day must be vetted and agreed by with the Country Representative; dual nationalities can choose to represent either nationality.
  - Assist Country Representatives to contact, solicit parent volunteers and get messages to their country groups through the Admissions Department who can email a maximum of three (3) messages to country groups.
  - Advise Country Representatives that they can ask parents to make donations by leaving cash in a clearly labelled envelope for the Country Representative at the Cashier's Office. It is the Country Representative's responsibility to check and clear the envelopes and manage the cash donations accordingly; alternatively large cash donations can be deposited into the PTG account held by School, via approval from the PTG Treasurer, for safekeeping and withdrawal when required.
  - Administer Country Grants in consultation with the Services Department and the PTG Treasurer as required in order to support country groups that need assistance to access resources to participate in the event.
  - Following the initial Sub-Committee meeting, convene and provide due notice of fortnightly Country Representative Meetings, so that the Sub-Committee can present information to the Country

Representatives and answer any questions, and gather the contact details of each Country Representative as they nominate, with the last meeting a few days before the event.

### *Finance*

- The PTG International Day Coordinator has no direct financial responsibilities, except where they relate to administering any discretionary funds for supporting Country Representatives.

### *Volunteers*

- Solicit volunteers to assist with the set-up, execution and pack-up of the event.
- 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.

## **PTG Fun Day Coordinator Position Description**

The PTG Fun Day Coordinator oversees the organisation of Fun Day, the PTG's biggest event of the year which aims to bring the Patana community together and provide a fun day out for families at the School, while operating within the bounds of the PTG Constitution. If the position remains vacant early in the School year, the PTG Chairperson will request that a member of the PTG Committee or Sub-Committees take on the role.

### **Time Commitment**

The time commitment for this position is **fifteen (15) hours per week** on average, but **only between December and March**, during the planning and execution phases of the event.

### **Attributes and Skills**

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

- Be a calm, level-headed person with strong **inter-personal skills**.
- Be **organised** and **structured**, which translates to ensuring the areas of responsibility are executed

### **Responsibilities**

The responsibilities for this position are listed below.

#### *Communication*

- Invite parents to volunteer, advertise all meetings with due notice, promote the event, and share Sub-Committee contact information, at the appropriate times through the appropriate School and PTG media (whether it be Patana News, Primary Newsletters, Secondary Notices, PTG and School Facebook, or the School Website, or a combination).
- Develop flyers and a poster to promote and advertise Fun Day.

#### *Relationships*

- Works closely with the PTG Fun Day Sub-Committee, including the School's Services Manager and the Development, Alumni and Marketing Manager, PTG Chairperson, Communications Coordinator, Thai Affairs Liaison and other PTG Committee representatives.
- Assists the PTG Activities and International Day Coordinators, where required.

#### *Meetings*

- Report on progress, execution and feedback at PTG Committee Meetings as required.
- Submit a feedback report at the PTG Committee Meeting following the event and ensure it is saved on the PTG's Electronic Records System for future reference.

#### *Sub-committees*

- Request that the PTG Secretary locate the handover report and templates from the previous year's event (saved in the PTG Electronic Records System) which will provide guidance and identify opportunities for improvement.
- Establish a Sub-Committee of parent representatives and School staff to plan and execute Fun Day and recruit volunteers to coordinate each component of the event, and historically it has involved a Raffle, Stage Show, Food Street, Shopping Street, Rides, Pool Activities, Primary and Secondary Games and Activities, a Tea Room, and Drinks Tents. The Sub-Committee elects is free to decide which components to run with that year, and brief the team on tasks and expectations.

- Ensure the PTG Thai Affairs Liaison is represented on the Sub-Committee to coordinate the Thai components of the event, solicit Thai volunteers to assist, and invite sponsorship from the TPG and other parents who have businesses in Thailand.
- Ensure the Services Manager is represented on the Sub-Committee to coordinate the layout, coordinate the teacher volunteer roster (to supervise rides and pool activities) and other staff (Buildings and Grounds staff, bus monitors, and cleaning staff) for setup and clean up for the event, as well as general logistics.
- Ensure the Development, Alumni and Marketing Manager is represented on the Sub-Committee to oversee sponsorship arrangements for the event.
- Ensure the PTG Treasurer is represented on the Sub-Committee in order to set an appropriate budget for Fun Day and to control the flow of funds and finances on the Day.
- Recruit and roster parent volunteers to assist at event; numbers can be determined by the Sub-Committee, but generally between 50 and 80 two-hour shifts need to be filled.
- Convene an initial meeting of the Sub-Committee early in November (after International Day) to clarify roles and responsibilities, and hold fortnightly meetings prior to the event, ensuring minutes are taken at each meeting to minimise confusion and maximise steady progress.

### *Finance*

- The PTG Fun Day Coordinator has no direct financial responsibilities, except where they relate to incoming or outgoing monies associated with the execution of Fun Day (e.g. sponsorship fees, vendor fees, charity donations, etc.), in which case it extends to working closely with the PTG Treasurer to administer and report on the financial transactions.

### *Volunteers*

- Solicit volunteers to assist with the set-up, execution and pack-up of the event.
- 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.

## APPENDICES

### **Appendix 1: Acronyms and Abbreviations**

Below is a list of acronyms and abbreviations used throughout this manual.

AGM Annual General Meeting

BPSF Bangkok Patana School Foundation

ECA Extracurricular activity

EGM Extraordinary General Meeting

PAX People

PLT Primary Leadership Team

PTG Parent Teacher Group

SLT Senior Leadership Team

TICA Thailand International Cooperation Development Agency

TPG Thai Parent Group

## **Appendix 2: Foundation Board Committees and Sub-Committees**

### **Committees and Sub-Committees**

The following permanent Committees and Sub-Committees are also currently in place. The Foundation Board may create ad-hoc committees and appoint members to them from time to time as necessary for the conduct of Foundation Board business. Each Committee and Sub-Committee consists of up to six members as appointed by the Foundation Board and will include at least one Foundation Board member and one professional person who specialises in a specific area involved by each committee.

### **Internal Audit Committee**

The Internal Audit Committee provides an independent, objective assurance and consulting service designed to add value and improve the operations of the School. It supports the School in accomplishing its objectives and achieving its mission by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

### **Nominations Committee**

The Nominations Committee is charged by the Foundation Board with identifying and nominating candidates for consideration as members of the Foundation Board and its Committees / Sub-Committees, including from among the current parent body.

### **Buildings and Grounds Sub-Committee**

The responsibilities of the Buildings and Grounds Sub-Committee include overseeing the development and updating of the School's Master Plan for Foundation Board approval, monitoring the implementation of plans, reviewing proposed additions, oversight of all new buildings and campus development and ensuring compliance with local laws and regulations.

### **Finance Sub-Committee**

The responsibilities of the Finance Sub-Committee include reviewing the policies affecting the financial affairs of the School/Foundation, plus the oversight and management of these policies. The chairperson of the Financial Sub-Committee is the Treasurer of the Foundation Board.

### **Human Resources Sub-Committee**

The responsibilities of the Human Resources Sub-Committee include developing, in cooperation with the Head of School and Business Director, broad personnel policies across the School and monitoring and deciding on conditions of service of all staff across the School.

### **Marketing and Development Sub-Committee**

The responsibilities of the Marketing and Development Sub-Committee include coordinating the fundraising activities of the School through its Annual and Capital campaigns and ensuring the visibility of the School in the competitive environment to current, past and prospective community members.

## **Appendix 3: PTG Constitution**

*Amendments adopted at the EGM of the Patana Parent Teacher Group  
on 23<sup>rd</sup> February 2015, and as adopted at the AGM on 16<sup>th</sup> May 2014, 27<sup>th</sup> May 2011 and 14<sup>th</sup> June 1994*

*Parent Teacher Group  
Bangkok Patana School  
Bangkok, Thailand*

### **ARTICLE I - NAME**

1. The name of this organisation shall be the Parent Teacher Group of Bangkok Patana School, Bangkok, Thailand, hereinafter referred to as the "PTG".

### **ARTICLE II - OBJECTIVES**

2. The purpose of the PTG is to promote and assist the development of the School, to advance its interests, and to foster the goodwill of parents, teachers, staff, and students (the Patana Community).
3. The PTG achieves this by:
  - a) Strengthening relationships among the Patana Community and promoting opportunities to meet socially in a friendly environment;
  - b) Encouraging the involvement of parents of all nationalities in School activities;
  - c) Facilitating the flow of information between parents and the School;
  - d) Supporting a caring, community minded student body by promoting active participation and decision making within School life; and
  - e) Assisting the School by any means that the Head of School and/or Foundation Board consider helpful and appropriate.

### **ARTICLE III - MEMBERSHIP**

4. PTG membership shall automatically be held by:
  - a) Any Parent or Guardian with a child/children attending Bangkok Patana School; and
  - b) Any Staff member.

### **ARTICLE IV - THE PTG COMMITTEE**

5. The PTG Committee shall consist of ten (10) voting parents and five (5) voting members of the School's Senior Leadership Team (SLT), including the Head of School, Cross-Campus Principal, the Principals of the Primary and Secondary Schools, and the Business Director (or their designated representatives).
6. The parent members of the PTG Committee shall hold the following offices:
  - a) Chairperson;
  - b) Vice Chairperson;
  - c) Secretary;
  - d) Treasurer;
  - e) Thai Affairs Liaison (appointed by a representative of the TPG);
  - f) Communications Coordinator;
  - g) Tiger Shop Manager;
  - h) Cross-Campus Parent Representative;
  - i) Primary School Parent Representative; and
  - j) Secondary School Parent Representative.

7. The parent representatives shall be elected by a majority vote of members (or their proxies) present at the Annual General Meeting (AGM). If a position is or becomes vacant after the AGM it may be filled by a majority vote of the remaining PTG Committee, even if it does not constitute a PTG Committee quorum. If the PTG Committee Chairperson, and/or two (2) or more of the Executive Committee resigns before the subsequent AGM, a decision is required by the Head of School as to whether or not to dissolve the PTG Committee. In the event that a PTG Committee is dissolved, the five (5) voting members of the School's SLT shall appoint an interim PTG Committee to oversee the appointment of a new PTG Committee to be elected at an EGM consistent with Article VII.
8. The term of each PTG Committee member in one position should be two (2) years, with the maximum number of consecutive terms served by each PTG Committee member in one position being two (2).
9. There shall be a minimum of six (6) PTG Committee Meetings each School year. The attendance of at least seven (7) PTG Committee members shall constitute a quorum at a PTG Committee Meeting. A quorum of PTG Committee members must be present to vote on any resolution coming before the PTG Committee. If a quorum is not present, a second meeting will be held after due notice of one (1) week has been given to all PTG Committee members, and at the second meeting at least five (5) PTG Committee members will constitute a quorum.
10. PTG Committee Meetings shall be open to all members to attend with prior notice, but only PTG Committee members have the right to vote.
11. The minutes of meetings of the PTG Committee shall be circulated to all members of the PTG Committee and a copy provided to the Director of the Foundation Board Office. The minutes will be openly available to all members of the PTG.
12. PTG Sub-committees may be formed as required, and approved by the PTG Committee. Sub-committees are to be coordinated by a member of the PTG Committee or a Sub-Committee Representative including, but not limited to the Fun Day Coordinator, International Day Coordinator and Activities Coordinator.
13. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer and Thai Affairs Liaison, unless the composition of the Executive is changed by a majority vote of the PTG Committee.
14. Before the end of its term, the PTG Committee shall commence preparations for the AGM by inviting its members to nominate for the new PTG Committee. At least seven (7) days before the AGM, a notice of the nominations received shall be sent by email to all members of the PTG. However, any member shall be eligible to stand for election at the AGM.

## **ARTICLE V - RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

15. The Executive Committee (the "Executive") shall represent the PTG in all matters concerning the overall policies and goals of the PTG. However, the full PTG Committee must approve such policies and goals by a majority vote. The relative duties and responsibilities of the Executive and the Full PTG Committee may be determined by guidelines approved by a majority vote of the Full PTG Committee.
16. The Secretary shall be responsible for preparing the minutes of all meetings of the Executive and the PTG Committee as well as the AGMs and any Extraordinary General Meeting (EGM) of the PTG.
17. Legal Documents shall require the signatures of two (2) members of the Executive, one (1) of which shall be the Chairperson or Vice Chairperson.
18. Purchase requests shall require the signatures of between two (2) and four (4) members of the Executive for approval. Eligible signatories to purchase requests are either the Chairperson or Vice Chairperson in conjunction with the Treasurer or Assistant Treasurer. Once purchase requests are approved, the signing of cheques is subject to the School's required signing authority.
19. The Treasurer shall be responsible for coordinating the administration of the funds of the PTG with the School, and shall prepare a statement of accounts in consultation with the Financial Controller of the School, which shall be presented and approved at the AGM of the PTG.



## **ARTICLE VI - THE ANNUAL GENERAL MEETING**

20. There shall be an Annual General Meeting (AGM) of the PTG held in May each year.
21. All members of the PTG shall be advised of the date and place of the meeting at least two (2) weeks in advance. Notice of the AGM shall be accompanied by the agenda for the meeting and the proxy forms.
22. The annual statement of accounts shall be prepared by the Treasurer, made available to members of the PTG Committee at least seven (7) days prior to the AGM, and presented at the AGM.
23. The financial year of the PTG shall coincide with the term of the elected PTG Committee until the end of April (so that statements can be prepared in time for the AGM), and budget items are not committed beyond the term of the elected PTG Committee.
24. A maximum of two (2) proxies can be carried per PTG Committee member.
25. The AGM shall require a quorum of 25 members (including proxies) and all resolutions shall be decided by a two-thirds majority vote.
26. Without the required quorum no resolution is valid and the PTG Committee shall call a second AGM within one (1) month. At this meeting a quorum shall be 25 members.
27. The last item on the agenda of the AGM shall be the election of the new PTG Committee, with nominations having been sought prior and sent to all members of the PTG at least seven (7) days before the AGM. The official handover to the new PTG Committee shall take effect from the time of the election.
28. If no PTG Committee is elected at the AGM (or if a PTG Committee dissolves for any reason during its term), the School's Financial Controller may sign cheques to pay for items already approved by the previous PTG Committee, but for no other purpose. The Financial Controller shall release their responsibility for coordinating the administration of all such PTG funds to the new PTG Committee once it is formed.

## **ARTICLE VII - EXTRAORDINARY GENERAL MEETING**

29. The PTG Committee shall, on the requisition of not less than 25 members, convene an Extraordinary General Meeting (EGM) of the PTG within two (2) months of the receipt of the requisition.
30. A requisition of members for an EGM shall:
  - a) State the purpose of the meeting;
  - b) Be signed by the members making the requisition; and
  - c) Be lodged with the Chairperson or Secretary.
31. A quorum of an EGM shall comprise 25 members (or their proxies).

## **ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION**

32. Amendments to the Constitution can only be made as a result of resolutions passed at an AGM as per Article VI, or an EGM as per Article VII.
33. Proposals for amendments to the Constitution must be submitted to the Executive in writing at least two (2) weeks in advance of the AGM or EGM and such proposals received will be tabled for discussion and resolution at the AGM as per Article VI, or an EGM as per Article VII.

## **ARTICLE IX - DISSOLUTION**

34. The PTG may be dissolved by a resolution presented at an AGM, or EGM, where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting (or their proxies) and must give instructions for the disposal of any assets remaining after paying outstanding debts and liabilities. A quorum of an AGM, or EGM, shall comprise 25 members (or their proxies).
35. The net assets will be given to the School with not less than 25% given to an agreed charity for an educational purpose.

## Appendix 4: PTG Code of Conduct

### Purpose

The PTG's Code of Conduct is a guideline for PTG members in support of day-to-day decision making. It clarifies the PTG's values, principles and standards of professional conduct.

### Values

- The PTG Committee recognises the **values** that the School embodies, and strives towards a common goal to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.
- The PTG Committee is motivated by the fact that its reputation and work environment are a product of the **actions and behaviours** of its members.
- The PTG Committee ensures **compliance** with its PTG Constitution, and applicable legislation to the best of its knowledge and ability.
- The members of the PTG Committee will **invest** as much time in supporting the PTG and the Patana community as their personal schedules allow.
- The PTG Committee recognises the aim of all International Baccalaureate programmes which is to develop **internationally minded people** who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

### Principals and Standards of Professional Conduct

The members of the PTG Committee must demonstrate the following principles and associated standards of professional Conduct in carrying out their duties.

- **Commitment:**
  - Attends and actively participates in all required meetings. Actively supports the School and the Patana community.
- **Integrity:**
  - Exhibits honesty, trust, lack of prejudice, good judgement and the ability to handle confidential information. Has an obligation to publicly support decisions made by the PTG Executive and the School.
- **Teamwork:**
  - Able to work with people in such a manner as to build high moral and group commitments to accomplish goals and objectives. Ability to maintain a mature and problem solving attitude while dealing with conflict.
- **Versatility and flexibility:**
  - Willing to modify one's own style and/or task to meet different situations and needs. Demonstrates cultural sensitivity.
- **Ability to deal with change:**
  - Able to maintain an open, positive, attitude in the face of uncertainty. Supports the exploration of new ideas and directions.
- **Creativity and energy:**
  - Able to initiate unique and novel solutions to problems and to create positive energy (motivation) in both individuals and groups.

## Appendix 5: PTG Logo



PTG Logo (Colour)



PTG Logo (Black and White)

## **Appendix 6: PTG Communication Guidelines**

The PTG Communications Coordinator is responsible for administrating the PTG's social media platforms, including its private Facebook group, by sourcing and sharing relevant community interest information and posts in accordance with the page rules set out below. They are also responsible for maintaining the PTG pages on the Patana Website (Parents' Gateway), and distributing PTG information via other School media.

### **Bangkok Patana PTG Facebook Group Guidelines**

1. For the purposes of these guidelines the Bangkok Patana PTG Facebook Group will be herein referred to as "the Group".
2. Only parents, teachers and staff in the Patana Community can be members of the Group (i.e. Patana students and the broader community are excluded from the Group for privacy reasons).
3. The purpose of the Group is to:
  - a) Inform its members about, and promote, the PTG's work, events and activities;
  - b) Bring the Patana Community together;
  - c) Allow its members to keep in touch, share information and ask questions; and
  - d) Encourage friendships and solicit volunteers for the PTG Committee, events and activities.
3. By requesting to join the Group, the user agrees to:
  - a) Ensure comments and questions are brief, friendly and topic-related (further information on "netiquette" can be found at <http://www.bbc.co.uk/webwise/guides/about-netiquette>;
  - b) Ensure any written comments are neutral and friendly when sharing the Group links on personal Facebook newsfeeds;
  - c) Invite parents, teachers and staff in the Patana Community to the Group, but strictly NOT their children or other students;
4. Content that IS appropriate to post to the Group includes information and flyers promoting PTG activities and events, PTG news, the PTG Committee, details of PTG Meetings, tips and suggestions for members, Patana Community announcements, Bangkok community announcements and resources and not-for-profit organisation announcements.
5. Commercial advertisements promoting corporations or businesses (corporations that support PTG activities and events, including sponsors) ARE also considered appropriate content.
6. Multiple postings of the same event will NOT be approved, unless they are brief "save-the-date" reminders for PTG activities and events.
7. Content that is not appropriate to post to the Group includes:
  - a) Copyrighted material (post only your own original material or provide due credit to the owner);
  - b) Political, government or religious views statements;
  - c) Disrespectful comments or commentary;
  - d) Hateful, malicious, or prejudicial speeches;
  - e) Photos of children (unless they are from School's photographer, or taken during School or PTG events, or with parental permission);
  - f) Children's names; and
  - g) Spam and commercial advertisements.
8. Members can "like" and "comment" on posts to the Group.
9. Only the Group's Administrators can approve posts to the Group; they can also delete comments or exclude people from the Group, if necessary. The Group's Administrators include the PTG Vice Chairperson, PTG Secretary, PTG Communications Coordinator, PTG Activities Coordinator, PTG Tiger Shop Manager, and the School's Marketing and Development Coordinator.
10. Facebook Terms & Conditions apply.

## **Guidelines for Maintaining the PTG Pages on Patana Website**

1. The PTG pages on the Patana Website (the Parents' Gateway) should be kept up-to-date with information about the PTG Committee, including the PTG Committee Contact List and member profiles, PTG Activities Schedule, extracts from the PTG Manual, and copies of the PTG Constitution and PTG Manual, and adopted PTG Meeting Minutes.
2. The PTG Committee Contact List and PTG Activities Schedule should be posted by the PTG Secretary as soon as it is approved by the PTG Chairperson at the start of the year.
3. The Adopted Minutes of PTG Committee Meetings, EGMs and AGMs should be posted by the PTG Secretary within two weeks of the meetings.
4. Extracts from the current PTG Manual and copies of the PTG Constitution and PTG Manual should be posted by the PTG Communications Coordinator as they are updated.
5. The Communications Coordinator should keep the PTG Chairperson apprised of all postings to the Patana website.

## **Guidelines for Distributing PTG Information via School Media**

1. The deadline for receiving articles or items for inclusion in the weekly online newsletter, Patana News, is Wednesday lunchtime. The newsletter is distributed to all parents, staff and students above Year 3 via email and the School website each Friday afternoon during term time, except for the last Friday of each Term when the School Magazine is sent out instead.
2. On certain occasions it may be suitable for an email to be sent to all parents and guardians via the School system. It is preferred that in this instance the email is distributed in the first half of the week so as not to clash with the Patana News. Text for the email should be provided two working days before the date for distribution to allow for the email to be laid out and proofed.
3. Other communication network exists within the School including (but not limited to) a Facebook page, an alumni network, a noticeboard and various publications, including the School Magazine and Year Book. The PTG Communications Coordinator should liaise with the Development and Marketing Department in regards to communicating via any of these channels in the first instance.