

WISPA Roles & Responsibilities

Title	Role
<p>WISPA Division Representatives (Upper, Middle and Primary School)</p> <p>*Voting Board Member</p>	<p>WISPA Representatives are responsible for reporting information between respective divisions (Upper, Middle and Primary Schools) and the WIS Parent Association</p>
Responsibilities	
<ul style="list-style-type: none"> • Attend monthly WISPA meetings with two-fold purpose: <ul style="list-style-type: none"> ○ Provide report to WISPA meeting attendees on divisional activities, issues etc. ○ Disseminating WISPA information to respective monthly division meetings. • Attend monthly division meetings to disseminate WISPA information and gather Divisional information to be reported back to WISPA monthly meetings. • Guide, communicate with and support Division Coordinators. <p style="margin-left: 20px;">Ensure Coordinators attend Back To School Night to promote volunteering.</p> • Vote on any item submitted for consideration to WISPA. • Perform other duties prescribed by the board or by the President. • Work with Admissions office in Spring to welcome new families. <p>NOTE: Parent Teacher Conference Lunches at Tregaron – November</p> • MS Rep is primary lead to plan and coordinate WISPA sponsored Tregaron Luncheons that take place on both Parent Teacher conference days in the fall, traditionally around Veterans Day. • Upper School Representative should fully support MS Rep in planning/executing Tregaron lunches on Parent Teacher days in November. 	

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Title	Role
<p>Division Coordinators (Middle School)</p>	<p>The Division Coordinator for Middle School is responsible for overseeing all MS WISPA sponsored activities.</p> <p>Coordinators should act as liaison to Middle School Principal.</p>
<p>Responsibilities</p>	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> • Recruit volunteers for MS positions, including Peer Group leaders and Grade Coordinators. • Schedule monthly MS meetings. Coordinate dates with MS Principal to ensure his/her availability. • Reserve venue for targeted dates. • Schedule monthly pre-meeting (3-5 days prior to MS meeting) with Middle School Principal for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. • Ensure WISPA is represented at Back To School Night. <p><u>Duties throughout school year</u></p> <ul style="list-style-type: none"> • Help WISPA president identify heads of key initiatives, particularly events occurring in September and October. • Set agendas. • Meet with division Principal prior to meetings. MS Principal will identify/choose what to speak on, though you can request concern(s) be covered. • Organize and take minutes at the monthly Class Parent Meetings, where all coordinators and class parents meet with the division principal. • Keep meetings on an efficient, professional pace, moderating discussion when needed. • Coordinate with grade coordinator(s) the activities and events involving the classes in their division as needed. • Pass information to the grade coordinators. Support chairpersons for adequate volunteer coverage for all WISPA/Middle School activities including: <ul style="list-style-type: none"> ○ Welcome Back Picnic ○ Bookswap ○ International Dinner ○ Parent/Teacher conferences in November: <ul style="list-style-type: none"> ▪ Luncheon help ▪ Photo sales <ul style="list-style-type: none"> • Ensure 8th Grade coordinator organizes MS photo sales ○ Holiday Gifts activities ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ 8th Grade Graduation 	

Title	Role
<p>MS Grade Coordinators (6th, 7th, 8th Grades)</p>	<p>Grade coordinators should oversee and communicate all activities related to their specific grade. There may be one or two grade coordinators for each grade.</p> <p>Act as liaison between teachers and MS Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend MS Meetings to report on grade initiatives, issues, highlights etc.</p>
<p>Responsibilities</p>	
<ul style="list-style-type: none"> • Send email week before school starts to entire grade introducing yourself and giving your contact information to parents. • Attend MS monthly meetings and help maintain professionalism and efficiency within meetings. • Support MS coordinators to ensure volunteer coverage for WISPA sponsored activities from grade parents or students. • Monitor concerns, highlights and activities within each grade. • Communicate and work closely with Middle School Coordinator(s). • Communicate with staff grade coordinators regarding events and projects for their grade. • Communicate regularly with parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to homeroom coordinators. <p>Specific Grade Responsibilities:</p> <p>6th Grade:</p> <ul style="list-style-type: none"> • Organize MS Photo Sales on Parent/Teacher conferences. You will get all forms and information from photographer and instructions/guidelines at least a week ahead. Students (generally 8th grade, as they get funds toward foreign trips) staff the sales tables in the MS lobby. However, it is critical to get parent volunteers to assist/supervise/check in periodically. This is over two days in November. • Welcome new families in the Spring. <p>7th Grade:</p> <ul style="list-style-type: none"> • Coordinate 8th Grade Graduation Lunch. • Welcome new families in the Spring. <p>8th Grade:</p> <ul style="list-style-type: none"> • Organize and recruit volunteers for photo sales at November Parent-Teacher conferences (Refer to WISPA Events Book for greater detail). • Coordinate/communicate Spring trip activities and fundraising. • Help 7th Grade Coordinators plan 8th grade Graduation Lunch. • Welcome new families in the Spring. 	

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Title	Role
Peer Group Coordinator (All Grades)	Act as coordinator and moderator of grade-level parent gatherings
Responsibilities	
<p>Parent peer groups provide an opportunity for parents of children in a particular grade to discuss common interests, issues and concerns they are encountering in raising their children. The forums are intended to foster a sense of community and self-help among parents. They are not the appropriate place to discuss academic matters, school policies or particular teachers. Such issues should be taken up directly with school personnel, usually the division principal. Parents host the meetings and determine the subject matter. Volunteers notify parents, host gatherings, and lead the discussions.</p> <p><u>Peer Group Coordinator (all grades)</u></p> <ul style="list-style-type: none"> • Recruit parents to host Peer Group meetings. Keep grade coordinator apprised of progress. • Coordinate regular (approx every three months) meetings throughout school year. This is a non-WIS sponsored event, but may be held on or off campus as desired. If held on campus, must secure room reservation and approval from WIS admin. • Recruit or Act as moderator. This is a very important aspect of the Peer group as its intent is beyond a social event, with the intent to keep topics away from WIS 'complaining', rambling, contention etc. Moderator should generally not express personal opinions but act as someone furthering the progress of discussion and evening. 	