

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
Division Coordinators (Upper School)	<p>The Division Coordinator for Upper School is responsible for overseeing all US WISPA sponsored activities.</p> <p>Coordinators should act as liaison to Upper School Principal.</p>
Responsibilities	
<p><u>Duties for start of school year:</u></p> <ul style="list-style-type: none"> • Recruit volunteers for US positions, including Peer Group leaders, Grade Coordinators and Homeroom coordinators if deemed necessary (not usually the case). • Schedule monthly US meetings. Coordinate dates with Principal of Upper School to ensure his/her availability. • Reserve venue for targeted dates. • Schedule monthly pre-meeting (3-5 days prior to US meeting) with Principal of Upper School for the purpose of reviewing agenda as well as discussing other initiatives between WISPA and WIS. • Ensure US speaker available from WISPA for Back To School Night to sign up volunteers and promote volunteering <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. US Principal will identify/choose what to speak on, though you can request a concern(s) is 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 the activities and events involving the classes in their division. • Pass information to the grade coordinators, who may send it to homeroom coordinators. • Support chairpersons for adequate volunteer coverage for all WISPA/Primary 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 10th Grade coordinator organizes US photo sales ○ Holiday Gifts activities ○ Advancement event(s) (e.g. Auction/Fundraiser) ○ Spring Bazaar ○ Prom ○ 12th Grade Graduation 	

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US Grade Coordinators (9th, 10th, 11th, 12th Grades)	<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 US Rep/WISPA. Communicate closely with and provide support to teachers.</p> <p>Attend US Meetings to report on grade initiatives, issues, highlights etc.</p>
Responsibilities	
<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 US monthly meetings and help maintain professionalism and efficiency within meetings. • 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 Upper School Coordinator(s). • Communicate with staff grade coordinators regarding events and projects for their grade. • Communicate regularly with Homeroom coordinators/parents to update on upcoming events/reminders, volunteer needs, student activities, speakers etc. and distribute information to homeroom coordinators. Remind parents to read @WIS and refer to Parent Portal for information. • Represent WISPA at Back to School Night. <p>NOTE: Traditionally US does not have Homeroom coordinators because there is very little homeroom specific activity. All support is provided by grade coordinators.</p> <p>Specific Grade Responsibilities:</p> <p>9th Grade:</p> <ul style="list-style-type: none"> • Organize US 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 9th grade, as they can get CAS hours) staff the sales tables in the A&A lobby. However, it is critical to get parent volunteers to assist/supervise/check in periodically. This is during two days in November. • Send weekly/regular reminders to parents of particular grade events. • Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions • Organize at least one or two grade level coffee socials during the year. • Organize with Peer Group Coordinator one or two Peer Group parent meetings during the year. • Welcome new families in the Spring. <p>10th Grade:</p> <ul style="list-style-type: none"> • Organize a weekly rotation system for each family to bring baked goods for the grill every Thursday. <ul style="list-style-type: none"> ○ In September organize grade 10 families into five groups – 10 to 12 families per group – or less – and request one of the groups, each week, to bring baked goods to the grill team. In turn the grill team will sell those and money is given to the school to help with the 10th grade trip to Florida. Grouping dates should be identified and communicated at beginning of year, as well as each group responsible reminded 	

weekly via email

- Organize and recruit volunteers for photo sales at November Parent-Teacher conferences (**Refer to WISPA Events Book for greater detail**).
- Driver's Education (this may be undertaken by WIS admin in future years):
 - Solicit interest in Driver's education class- organize if interest from parents/students.
 - In recent years this has been organized with I Drive Smart (<http://idrivesmart.com/>) to get a mutually convenient set of dates/time and location (at WIS, preferably). Communicate the registration process. Be present at the beginning of the first two classes to make sure the classroom is set up and that the instructors have the correct list of students.
- Coordinate/communicate New Orleans trip activities and fundraising.
- Send weekly/regular reminders to parents of particular grade events.
- Answer parent questions as best able and help find/refer them to appropriate contacts to address issues/questions.
- Organize at least one or two grade level coffee socials during the year.
- Organize with Peer Group coordinator at least one or two Peer Group parent meetings during the year.
- Welcome new families in the Spring.

11th Grade:

- Send regular reminders as needed to parents of particular grade events.
- Answer parents' questions as best able and help find/refer them to appropriate contacts to address issues/questions.
- Organize at least one or two grade-level coffee socials during the year.
- Organize with Peer Group Coordinator at least one or two Peer Group parent meetings during the year.
- IB: Remind the parents of critical IB deadlines that are not set out in the @WIS newsletter; of meetings with college counselors, etc.
- Prom: Organize or delegate organization of a prom committee to organize senior prom.
- Graduation: Organize or delegate organization of a prom committee to organize senior graduation.
- Welcome new families in the Spring.

12th Grade:

- Send regular reminders as needed to parents of particular grade events.
- Answer parents' questions as best able and help find/refer them to appropriate contacts to address issues/questions.
- Organize at least one or two grade-level coffee socials during the year.
- Organize with Peer Group coordinator at least one or two Peer Group parent meetings during the year.
- IB: Remind the parents of critical IB deadlines that are not set out in the @WIS newsletter; of meetings with college counselors, etc.

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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. 	