

## PARENT AMBASSADOR COMMITTEE (PAC) - Approved Oct 2022

### The KAUST School

#### 1 . Definitions

- a. " TKS" refers to The KAUST School.
- b. The "TKS Leadership Team", collectively, refers to the TKS Director, Admissions Director and Divisional principals.
- c. "Divisions" refer to each of the TKS schools: Kindergarten, Elementary School, Middle Level and High School.
- d. The PAC Leadership Committee, collectively refers to the (1) PAC Chair, (1) PAC Secretary and (4) Divisional Ambassadors.
- e. The "PAC" refers to the Parent Advisory Committee made up of one (1) Leadership Committee and four (4) sub-committees (representing each Division).
- e. The "TKS School Year" refers to the academic year approved by the TKS Leadership Team.

#### 2. Purpose & Responsibilities

PAC members serve as ambassadors to the school, drive school spirit through community building events and represent parent voice in matters affecting the day-to-day life of TKS and the overall well-being of TKS students. Together, PAC members and the TKS Leadership Team shall:

- A. Learn: The TKS Leadership Team shall listen to PAC members' ideas and perspectives regarding the school. The PAC members shall learn from the TKS Leadership Team by listening to the reasoning and rationale behind decisions and actions taken by TKS.
- B. Engage: The PAC members shall communicate and engage with the TKS parent community to best represent their perspectives. The TKS Leadership Team shall communicate and engage with the PAC to inform them about the TKS educational philosophy and developments. Together, the TKS Leadership team and PAC shall promote, develop and support community building events and activities.
- C. Support: The PAC members shall support TKS in partnering with parents to develop an understanding of the school philosophy, procedures, and day-to-day operations of the school. The TKS Leadership Team shall support the PAC members by considering their ideas and perspectives, and taking action when appropriate.

### 3. Eligibility

PAC Leadership Team and subcommittee members must have at least one child enrolled in TKS. Participation is open to parents who are employed by or spouses of KAUST, Graduate Affairs, Business Partners and Spouses of TKS faculty. Employees of TKS are not eligible for the PAC leadership team or subcommittees, but may be involved with PAC on an individual volunteer basis. Consideration will be given to PAC leadership that represents the demographically-diverse parents at TKS.

### 4. Membership, Appointments and Governance

The PAC shall be comprised of PAC Leadership Committee and three sub-committees representing the following four school divisions:

- a. Kindergarten;
- b. Elementary School;
- c. Secondary Middle Level; and
- d. Secondary High School Level.

The PAC Leadership Committee shall be comprised of one (1) PAC Chair, one (1) PAC Secretary, one (1) Kindergarten Division Representative, one (1) Elementary Division Representative, one (1) Secondary Middle Level Division Representative and one (1) Secondary High School Division Representative.

Each sub-committee shall be comprised of eight (8) - ten (10) members per division as follows:

#### Kindergarten

- A. Divisional Secretary (1)
- B. Event Planners (2)
- C. Grade level representatives (4)

#### Elementary

- A. Divisional Secretary (1)
- B. Event Planners (2)
- C. Grade level representatives (5)

## Secondary - Middle Level

- A. Divisional Secretary (1)
- B. Event Planners (2)
- C. Grade level representatives (3)

## Secondary- High School

- A. Divisional Secretary (1)
- B. Event Planners (2)
- C. Grade level representatives (4)

PAC members shall serve on the committees and subcommittees throughout the TKS School Year. In April / May of each TKS School Year parents shall be invited to apply for PAC Leadership Committee, with interviews and selections made by the TKS Leadership Team each June. Appointments are for one academic year.

Remaining subcommittee members (Divisional Secretary, Events Planners and Grade Level Representatives) shall apply, be interviewed and nominated by the PAC Leadership Committee, with final approval made by the TKS Leadership team.

Upon the resignation or removal (at the TKS Leadership Team's sole discretion) of any PAC member throughout the TKS School Year, the TKS Leadership team will invite parents to apply for the vacant seat.

## 5. Meetings and Roles

The PAC shall convene in plenary sessions three (3) times during the TKS School Year. Each meeting shall be chaired by the TKS Director. The TKS Director will appoint administrative support to record meeting minutes and the minutes will be linked in the weekly Focus following the meeting.

The PAC Leadership Committee and the TKS Leadership Team shall meet four - six times during the TKS School year. Where the principals are unavailable the assistant principal will attend such meetings. Each meeting shall be chaired by the Admissions Director.

Each sub-committee shall meet four (4) - six (6) times during the TKS School Year. Each sub-committee meeting shall be chaired by PAC Division Ambassadors. There is no quorum requirement for any meeting.

Attendance is expected to attend a minimum of 80% of PAC Leadership meetings.