

NELSON COLLEGE PARENT TEACHER ASSOCIATION, INC.
REGULATIONS AND GUIDELINES

Nelson College Parent Teacher Association (PTA) is a non-profit association of parents, teachers and friends of Nelson College students duly incorporated under the Incorporated Societies Act of 1980

In accordance with Section 25 (a) of its Constitution and Rules, the PTA hereby sets forth regulations and guidelines concerning its business and conduct of its members, consistent with said Constitution and Rules:

ROLE OF THE PTA COMMITTEE

The objective of the PTA is to secure the support of the parents as a body for everything that will beneficially influence the welfare and progress of the students and the College (Constitution & Rules Section 4.1). In furtherance of this objective the roles of the PTA will be:

- (a) To foster a close relationship between school and home so that parents and teachers may cooperate fully and intelligently in the education of students.
- (b) To assist the Board of Trustees and the College in keeping parents informed about the policies and objectives of the College and the issues that face today's students, parents and students.
- (c) To operate the Uniform Shop efficiently and effectively, and use all profits for the benefit of the College and its students, in accordance with The Uniform Shop Agreement dated 12-12-02.
- (d) To use all monies raised in any fundraising projects and events, or by any other means, for the sole benefit of the College and its students, or any of its students.
- (e) The PTA shall work with the College to provide quality education for all students, and give input from the parent community for establishing school policy, recognizing that the legal responsibility to make decisions belongs to MOE and has been delegated to the BOT, Headmaster and Management Team of the College.

- (f) To act as a forum wherein parents and teachers can freely and frankly discuss and share their concerns and ideas with regard to issues about students, their culture, and what is happening at the College.
- (g) To arrange attendance and publicity of seminars on adolescent concerns run for the benefit of parents.
- (h) To provide a means whereby parents and friends of the College may be able to assist the College in such practical forms as may be seen fitting by the management of the College.
- (i) To help build up a community feeling among the families of the College by running social and fundraising events, working with the Headmaster, College staff, BOT and students to achieve this.

OPERATING GUIDELINES

The PTA should:

- (1) Liaise with the BOT, College and Old Boys Association by a verbal presentation of regular concise reports from a nominated representative.
- (2) Represent a wide cross-section of parents at the school.
- (3) Use sub-committees to share and delegate tasks.
- (4) Engender a sense of purpose and enjoyment in the activities so that participants feel rewarded by being part of a worthwhile and enjoyable organization.
- (5) Positively communicate the activities and well being of the College to the wider community.
- (6) Create an effective mechanism for delegation and empowerment of other parents, guardians and friends of the College who may not want to be regular meeting attendees but who are very happy to help upon request.
- (7) Plan activities at the start of the year including fundraising goals.

FUNDING GUIDELINES: All funding by the PTA shall be in accordance with MOE and College policies and the Constitution and Rules of the PTA.

- (1) The PTA will not consider any funding unless staff or students have applied for funding through the normal procedures pursuant to the College's Finance, Administrative and Physical Resources Policy Statement.

- (2) The PTA may give financial assistance to teams of students or individual students representing the College at Regional, National or International level. The recommended amounts* for funding of such groups and individuals are as follows:

Teams:

Domestic (regional & national)	up to \$500
International	up to \$1000

Individuals:

Domestic	up to \$200
International	up to \$300

*(*pursuant to PTA resolution passed April 2001)*

- (3) The PTA may choose to fund any of the items on a list of prioritised capital expenditure projects for the year that is drawn up by the BOT in consultation with the PTA. The two bodies shall then agree on the items the PTA shall fund.
- (4) The PTA may choose to fund any other activity, item, supplies, resource or event that is of benefit to the school and its students, or any of its students, that the BOT deems appropriate for consideration for funding by the PTA where such funding is not otherwise readily available through usual sources such as the MOE.

CODE OF CONDUCT GUIDELINES

Rationale: The success of the PTA in achieving its objectives depends on mutual support and respect for each other, open clear lines of communication and ownership of shared goals with the College and community.

- Guidelines: Members of the PTA Committee shall endeavor to
- (1) Ensure that the needs of students and their learning shall be paramount.
 - (2) Serve the PTA to the best of their ability and be honest, reliable and trustworthy in all matters relevant to their roles and responsibilities.
 - (3) Abide by College policies and procedures, and observe the Rules and Regulations of the PTA.

- (4) Obtain information and provide feedback in regard to the needs and concerns of parents, recognizing the partnership role of College and home.
- (5) Work in co-operation with the BOT and College staff to support College objectives.
- (6) Not act independently of the Committees decisions.

Should a member fail to observe any PTA Rules or Regulations, or if a member otherwise act to adversely affect the reputation of the PTA, then the PTA Committee may consider ending the membership of said member (Section 14.1 PTA Constitution and Rules).