

Class representative elections

What for ?

During the parent meetings called by the school, the parents of each class must elect four representatives amongst them for a one year mandate. These representatives form the basis of the APEEE.

The role of **class representative** is mainly to :

- **act as a contact point** between the parents in their class, their respective section and APEEE, especially by forwarding parents' questions and suggestions, by participating as far as possible in the meetings organised by their language section or by APEEE
- deal with the problems that arise at class level by seeking to **maintain contact with the class teachers** as well as by organising parent meetings if need be. In case the difficulty persists, class representatives can contact their language section representative on the APEEE Administrative Board to ask for advice or so that they intervene if necessary.
- **relay communication** between teachers and parents (for instance, help the teacher to find parents to accompany pupils on outings, keep the class account, etc.)
- elect the members on the [APEEE Administrative Board](#) and the parent representatives on the [Education Council](#)
- organise (in nursery and primary) **festive occasions** in class (breakfasts or parties) normally around Christmas time and the end of the year.
- create and update **address, telephone and email lists** of class student, inform their class parents of the association's activities passing on information on the organisation of the **School fete**.

Representatives for each language section will be elected from among the parent representative. **Section representatives** on the pedagogical group are generally the privileged interlocutors of class representatives. In fact, problems could effect the whole section or the whole school. Other issues could require the more general action of the parents' association.

All parents can obtain information directly by contacting the APEEE secretariate (info@apeee-bxl1.be).

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Procedure

- 1. The parents choose a president of ballot.**
This person is responsible for the good progress of the election and is in charge of indicating the results on the attached form.
- 2. Every child give the right to a vote.** The proxy vote is possible, with a maximum of two written mandates by voter. A parent can only represent one single class.
- 3. You have to elect 4 representatives of class :**
 - 2 holders
 - and 2 substitutes.
- 4. One of the 4 representatives will be indicated to be more specifically relay for the school fete.**
- 5. Complete the minutes (= the form bearing the names of the new representatives) in a readable way:**
 - **in block letters (especially for the e-mail addresses)**
 - with the private address
 - the GSM/mobile phone number and/or private phone number
 - the office phone number
 - and especially the e-mail address.
- 6. At the end of the meeting, please leave the form on the teacher's desk, which will give it to Mrs Nijhof.**

We appreciate your support.

Kathryn Máthé
APEEE President Brussels 1.

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A year with the APEEE



