

Class representatives elections – Berkendael site (BK)

What are they for?

During the parent meetings called by the school around the very first days of school in September, the parents of each class must elect **four class representatives** (2 main “Class reps” and 2 Deputies) for a one-year mandate. These representatives form the basis of the APEEE.

In a follow up meeting called by the Berkendael APEEE Working Group (BK WG) generally early Autumn, BK class representatives from each language section elect one to four **Section representatives** (“Section reps”) from amongst their number, who become part of the BK WG (being the main interlocutor of the BK site management team). **Section representatives** sit on the Education Councils or the APEEE Board and act as the privileged interlocutors of the class representatives. They handle problems which affect the whole section or the whole school and which relate to the quality of education or other aspects of school life.

The role of **class representative** is twofold: to coordinate class communications and activities and to liaise with the APEEE.

As a class representative in your role as class coordinator you will be asked to:

- **create and update an address, telephone and email list** of parents of the class students.
- **relay communication between teachers and parents**, for instance by helping your teacher find parents to accompany pupils on outings, keep the class accounts, etc.
- **organise festive occasions** in class (breakfasts or parties) or outside of class, especially around Christmas time and at the end of the year.
- **deal with any problems that arise at class level** by seeking to maintain contact with the class teacher as well as by organising parent meetings if need be. In case the difficulty persists, class representatives can contact their language section representative or the members of the Berkendael APEEE Working Group of (apeee.berkendael@gmail.com) to ask for advice or to seek intervention if necessary.

As a class representative in your role as APEEE liaison you will be asked to:

- **act as a contact point** between the parents in your class and your section representatives in the APEEE and education councils. This includes relaying communication from the APEEE and section representatives to the class, forwarding parents’ questions and suggestions to section representatives and also participating in key meetings organised by your language section or by the APEEE (two or three per year).
- **elect the members** from your language section to the APEEE Administrative Board and section parent representatives to the school primary [Education Councils](#).

All parents can obtain information directly by contacting the APEEE secretariat at: info@uccleparents.org and/or the Berkendael APEEE Working Group of at: apeee.berkendael@gmail.com.

Class representative elections

Procedure

1. The class parents should choose a **president of ballot**. This person runs the election process and is in charge of recording the results on the form enclosed in the elections file.
2. **A single vote is granted per child in the class**. A proxy vote is possible through an explicit written mandate, with a maximum of two written mandates per individual in attendance.
3. The class must elect **4 class representatives** (2 main class reps and 2 deputy class reps).
4. **Complete the form** bearing the names of the new representatives) **in a readable way. Please use block letters (especially for the e-mail addresses) and include:**
 - e-mail address (*required)
 - a GSM/mobile phone number and/or other private number
 - optionally, an office phone number
 - the name of the child attending the class
5. At the end of the meeting, **please leave the form on the teacher's desk** or at the **School Secretariat**, who will forward it to the APEEE.

We appreciate your support.

Kathryn Máthé
EEBI APEEE President

A year with the APEEE

Elections of representatives within the APEEE bodies

