

**Mee Toh School
Parents As Teacher Helper (PATH)
Executive Committee (EXCO)
Terms of Reference and Guidelines**

Purpose

The purpose of the PATH EXCO is to partner and support the school's goals as well as initiatives, programmes and events that cater to the various needs of our students and parents in our Mee Toh School (MTS).

Roles & Responsibilities

a. Supportive Partner in Education

- To partner and complement the school's efforts in the holistic development of students and the well-being of school staff, by aligning PATH's efforts with the school's objectives and goals.

b. Bridge Between Parents and School

- To gather parents' feedback on school operations, practices and programmes, provide feedback to the school and co-construct solutions with the school wherever possible.
- To be a positive and active voice to the parent community for the school to support the holistic development of students and well-being of the school staff.

c. Promote cohesiveness and involvement of parents

- To reach out to parents and involve them in home-school partnership. Over time, more parents may be encouraged to volunteer their time and skills to make the school environment more conducive for learning.
- To focus on sustaining PATH by increasing the membership and building the relationships of members within PATH.

EXCO Meetings

- EXCO meets at least twice a year. (Dates to be proposed by MTS liaison officers or the EXCO)
- Attendance at meetings is compulsory.
- Minutes of the meeting will be kept by the Secretary and agreed by all members of EXCO who attended the meeting. A copy will be forwarded to MTS PATH liaison officers.
- EXCO may be contacted apart from meetings for advice should the need arise.
- Representation of school officials in meetings is compulsory.

EXCO Structure and Terms of Appointment

- The school will appoint the Chairperson.
- The Chairperson will appoint the other EXCO members such as the Vice-Chairperson, Secretary, Treasurer and other Committee members, in consultation with the school.
- Active PATH members who have served at least one year and with a child attending or had attended MTS may be recommended for appointment to the EXCO jointly by EXCO members and the school.
- Each term of appointment is equivalent to two calendar years. The duration of the term may be shortened at the discretion of the school.
- The Treasurer must not serve more than one term.
- In alignment with PATH's commitment to maintaining a positive and collaborative environment, membership may be reviewed by the Advisor and Chairperson if a member's actions or conduct are not in harmony with the group's values, objectives, or best interests that are supportive of the school's goals and ethos. Such reviews will be conducted with discretion and fairness, with the well-being of the school community in mind.

Functions of EXCO Members

Advisor

- To provide strategic guidance and oversight into PATH activities and initiatives
- To ensure alignment between PATH objectives and school policies, objectives and goals
- To act as liaison between school management, PATH and other parents
- To review and advise on major decisions and initiatives
- To mentor the Chairperson and EXCO members

Chairperson

- To set directions and priorities for PATH.
- To chair EXCO meetings.
- To oversee programmes and events organised or supported by PATH.
- To oversee all correspondence between EXCO and school.
- To act as the point of contact, along with the Vice-Chairperson and Mentor Member, for all correspondences between EXCO and school.
- To have final authority in PATH-related decisions, in consultation with school management

Vice-Chairperson

- To represent the Chairperson in meetings, activities or correspondences in his/her absence.
- To act as the point of contact, along with the Chairperson and Mentor Member, for all correspondences between EXCO and school.

Secretary

- To prepare Agenda for EXCO meetings.
- To take minutes at the EXCO meetings.
- To distribute Minutes to EXCO for approval.
- To provide information for the PATH Site on the school website.

Treasurer

- To determine the budget for school programmes and events supported by PATH.
- To keep financial records for PATH funds and report at EXCO and school meetings.
- To work with the Teacher-in-charge on all budget matters involving PATH.

Mentor Member

- To mentor EXCO members to enhance their leadership skills.
- To assist in the onboarding and mentoring process for new EXCO members, including helping them to understand their roles and responsibilities.
- To provide guidance to EXCO in alignment with the committee's goals and objectives and assist in the development and implementation of long-term plans and strategies.
- To encourage and facilitate workshops and brainstorming sessions for EXCO.
- To foster a positive and collaborative team environment.
- To develop a succession and renewal plan for EXCO.
- To act as the point of contact, along with the Chairperson and Vice-Chairperson, for all correspondences with the school.

Member (Event Coordinator)

- To lead and liaise with the respective teachers-in-charge or external partners to plan events.
- To partner school in planning and organising programmes, events, parenting talks and learning journeys to support PATH.