



CHILDREN OF HOUT BAY EDUCATION & LEARNING OPPORTUNITY

Roles & Responsibilities, August 2017

Chairperson

- Oversees committees
- Organise and facilitate AGM & committee meetings.
- Lead voting / elections of committee members.
- Keep up to date with occurrences within the chelo committee, mentors and families.
- Communication with the committee.
- Link to authorities.
- Legal liaison.
- Link to school / IES.
- Manage corporate relations.
- Primary public figure and should always represent the mission and vision of chelo.
- Involvement with the strategic planning of events.
- Ensure that all fundraising, marketing and educational activities are executed in accordance with the chelo mission.
- Keep the sub-committee motivated.
- Monitor and evaluation of the chelo programme.
- Responsible for creation and revisions of the policy documentation.
- chelo committee mediator.

Vice Chairperson

- Responsible for admission / selection of chelo students.
- Ensure adverts are placed in school newsletter and in the Sentinel, together with Marketing.
- Request that Bright Start submit candidates to the school that meet the chelo admissions criteria.
- Set up a plan of action for the chelo student recruitment.
- Liaise with the HBIS admissions office.
- Pre-select who should be interviewed (5-7 max.) alongside Head of Primary school, admissions officer and one other chelo member.
- Set up a selection committee (Principal, Head of Primary School and one more chelo member) for interviewing and home visits and conduct these.
- Organize educational psychology assessment of short-listed candidates.
- Call for chelo committee meeting to make the final decision of the candidate.
- Ensure that a mentor is assigned to the selected family.
- Manage relationship with Bright Start to include organization of 2 – 3 meetings per year.
- Liaise and meet with chelo Alumni to set objectives for their future and how they want to progress.

- Connect with other stakeholders who can assist and support the alumni in reaching their objectives.
- Be the link with foundations that support tertiary education.

Treasurer

- Administer the funds of chelo.
- Present an annual financial report to the parents of HBIS at the AGM before the end of the second term of the academic year.
- Lead creation of an annual budget with input from the committee.
- Keep books of account of chelo together with other required records.
- Feedback on the status of chelo's finance at each committee meeting.
- Keep books of account, records, and documents for a period of at least five years.
- Appoint an external Chartered Accountant to prepare the financial statements of chelo.
- Assist in preparation of all documents to be submitted to NPO Directorate annually.
- Liaison with the bank and manage the chelo bank accounts and investments.
- To be briefed on all fundraising activities.
- Management of Snap Scan and Yoko accounts.
- Monitoring of chelo parent payments, chasing for payment as per schedule in the chelo Policy document if required.
- Assist in budget planning for chelo families if required.

Secretary

- Send out invitations and the agenda for meetings and the AGM.
- Provide minutes after committee meetings and AGM.
- Manage an efficient and clear filing system of documents and e-mails.
- Assist in preparation of all documents to be submitted to NPO Directorate annually.
- Assist with proof reading.
- Set up and manage chelo annual calendar.

Mentor Liaison

- Liaison with the Head of Primary / High Schools, the chelo Chairperson and the mentors.
- Organise and chair the mentor meetings, to include the Head of Primary / High Schools.
- Support the mentors in their roles and escalate issues to the committee when required.
- Feedback of issues from mentors to the committee.
- Create a rota of mentors to take the minutes from the mentor meeting. The minutes should be circulated to the committee.

Mentor

- Ensure the family feels supported.
- Social link between family, class and school (facilitate social connection with other class families, assist with settling and welcoming the family into the school community).
- Relaxed relationship (informal play dates, lifts to birthday parties, etc.).
- Make family aware of school functions and events.
- Extra set of eyes and ears.
- Sounding board.
- Building a good relationship with the child's teacher and explain the role of the chelo mentor.
- Help to ensure a successful school experience for the child.

- Facilitate communication between school and family (liaison, mediation, general oversight, help raise issues).
- Monitor academic progress.
- Receive statements from the chelo Treasurer to be able to monitor the financial situation. The role does NOT include being responsible for chasing those that are behind on payments

Marketing Coordinator

- Liaison with school re chelo input for school newsletter.
- chelo web page updates / curator.
- chelo Face book page updates / curator.
- chelo Twitter updates.
- Local HB and CT PR.
- Inter school / student communications via PA / class liaisons.
- Control chelo brand identity.
- Proof reading.
- Event management for fundraising events.
- Management of fundraising committee.
- Recruitment of suitable people to help with each event.
- Event calendar – liaison with school.
- Source and manage International funding opportunities.
- Liaison with other IES schools internationally.
- Liaison / recruitment of external sponsors.
- Link with second-hand uniform shop.
- My School card promotions – ongoing.
- Development of fundraising strategy.

Support Services Coordinator Role

- Co-ordinate arrangements for homework support, including attendance of homework club.
- Co-ordinate after-school clubs, extra-murals and swimming coaching where required for the chelo children.
- Arrange essential medical support, checks and treatment from doctors / dentists and other health professionals.
- Co-ordinate and ensure appropriate provision of counselling, psycho-social support and OT.
- Close liaison with mentors, chelo parents and ISHB management.
- Provide support in exploring possibilities for tertiary education and other post ISHB options for CHELO students nearing or having recently completed their time at ISHB.

School Senior Management

The aim is to ensure that teaching staff at HBIS and school management understand chelo as their partner organisation and work together with the chelo committee to fulfil the chelo mission and vision statements.

- chelo to be on the school management and staff meeting agenda.
- Direct link between chelo and IES (regular reporting) (IES CSR projects & corporation with HBIS partner schools)
- Link to class and subject teachers of chelo students and chelo mentors.
- Contact with school counsellor if applicable.
- Chelo communications support to HBIS parents via class liaisons / PA.
- Admissions support for recruitment and assist in organising the application process (contact to local pre-schools and Bright Start).

- Admission support i.e. marketing chelo to new potential HBIS families, bursary or non-bursary.
- Implement a student buddy programme for each chelo child. The suggestion would be for the school to elect a Head of Service (chelo) who will be the support for those involved in the buddy programme.
- Offer administration support to chelo parents via their mentor or directly, e.g. printing newsletters and school event invitations.
- Link to HBIS students (full school community)