



مدرسة المتحدة الدولية
United School International
The Pearl Island جزيرة اللؤلؤة
an Orbital Education School

United School International - The Pearl

USI Parent Society

Terms of Reference

A. Objectives

The Objectives of the USI Parent Society is to:

1. Foster a positive and supportive school community by developing relationships between the school, parents and others associated with the school.
2. Engage in activities which support the school and advance the education of the students attending.
3. Support with events such as fundraising and charitable works for local and international children's charities.

The USI Parent Society shall not involve itself with the day-to-day running of the school.

B. Membership

- Membership of the USI Parent Society is open to all parents of children attending the school as well as Teaching/Admin staff.
- The appointed Chairperson will manage the association and the Parent Relations Executive will be the link person between the school, parents, and students on all Parent Society matters and will facilitate all meetings.

C. USI Parent Society Code of Conduct

The Code of Conduct details the roles and responsibilities of all participants in the USI Parent Society. Members, Class Representatives, and Officers must all agree to the Code of Conduct as a condition of joining the Society.

1. No USI Parent Society member may benefit financially from any activities of the association.



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2. USI Parent Society members are expected to consider the welfare of the School and are responsible to the institution as a whole, rather than to any constituency which they may represent.
3. Members should remember that individual children's issues or class issues are to be attended to by the Parent Class Representatives, not through the USI Parent Society.
4. USI Parent Society members are expected to respect the confidentiality of discussions in USI Friends Community meetings and of documents, which may be submitted to the USI Parent Society for informational purposes.
5. USI Parent Society members will strictly adhere to Qatar Data Protection and Privacy Law(s) and unless expressly given permission by the Executive Principal, will **not** under any circumstances share personal contact details of any other member/ students or members of USI staff.
6. USI Parent Society members are expected to guard against any conflict of interest. They are expected to inform the association should any conflict or potential conflict arise.
7. USI Parent Society members are expected to attend meetings whenever possible and support the School and the larger USI community
8. USI Parent Society members must respect the authority of the Chair in his/her conduct of meetings and the SLT Representative in their role as the facilitator of this body.

D. USI Parent Society Community Officers

- The USI Parent Society shall have a Chair and Secretary.
- The Chair and Secretary shall be selected by the Society whenever such a position is or becomes vacant.
- The Chair and Secretary shall each serve for a full school year and give a full school term's notice before resigning from the position.

E. Appointment of Chairperson and Secretary

- Any USI Parent Society member can be nominated or can nominate themselves for position of Chair or Secretary.
- Where a member nominates another member, the nominating member must ensure before doing so that their nominee is willing to and able to commit to the necessary time and responsibilities required.
- If there are more nominations than places to be filled, then an informal election by draw of hand will take place. In the event of a tied vote, the final decision will be that of the SLT representative.



F. USI Parent Society Meetings

- All members will be informed of the meeting and its agenda a week before the meeting is scheduled.
- Meeting will be open for all existing members as well as potential parents hoping to join the society.
- Meeting minutes will be taken by Society Secretary and will be shared with all members in a timely manner.
- The Society will meet on a monthly basis and frequency can be increased if the majority of Society members feel the need to do so.

G. Powers of the Association

The Association has the following powers, which may only be exercised in promoting the Objectives of the USI Parent Society:

- To publish or distribute information related to USI Parent Society activities only after gaining approval from the Executive Principal
- Disseminate information to USI parent that are both Society and non-Society members and to collect feedback to present to the SLT representative.
- The Association shall not undertake any activity in the school premises without the consent of the Executive Principal

H. USI Parent Society Community Communication

The USI Parent Society will communicate with parents through a section in the School newsletter on a monthly basis, or more regularly as required, through special SLT Representative emails on specific issues, or through notices on the School digital notice boards. In all cases such communication must be with the prior agreement of the Principal.

I. Class Representatives

- There shall be a Class Representative (Class Rep) for each class in Primary School and each Year group in the Secondary School. The role of the Class Rep is outlined separately.
- Nominations for and appointments to the position of Class Rep are coordinated annually through the Chair of the USI Parent Society. If multiple nominations are received from each class/year, the Chair will coordinate a vote of the class parents to elect their Rep.
- Class Reps are also expected to nominate themselves for membership in the Society.
- All Class Reps, whether they are Society members, must commit to attend at least one USI Parent Society meeting per term and volunteer for a minimum of one school event per year.



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J. Removal of a USI Parent Society Member

If it is believed that a member has violated any ethics or acted outside or against the objectives of USI Parent Society, they will be reported to the SLT Representative for further action.

K. Changes to Terms of Reference and Wind Up

The Terms of Reference of the association are set and agreed by the Principal and the School Operating Association (from Orbital Education): any changes will require to be confirmed by both.

The Principal and/or the School Operating Association shall have sole discretion on arbitration, Terms of Reference, disbanding or continuance of the USI Friends Community for the immediate and long-term welfare of the school.