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TIBETAN CANADIAN CULTURAL CENTRE

Terms of Reference

TCCC Sunday School Parents Representative

1. Purpose

TCCC Sunday School Parent Representative is to support TCCC Language and Performing Arts Program by coordinating parents to volunteer and assist Education and Cultural Coordinator in organizing Language and Performing Arts program and related activities.

2. Reporting

TCCC Education & Cultural Committee; and TCCC Education & Cultural Coordinator

3. Length of service/meetings

- (i) Approximately 1 year
- (ii) Regular formal meetings: Education & Cultural Committee Meetings; Parent – Teacher- Administrator (Education & Cultural Coordinators) Meeting; & Parent Representatives and/or Education & Cultural Coordinators

4. Members

Two to four parents of TCCC Language and Performing Arts Program students

5. Member Qualifications

- (i) Parent of TCCC Language and Performing Arts Program students

6. Responsibilities

Two or more parent representatives either volunteer or are elected / selected by parents to support TCCC Tibetan Language and Performing Arts Program and to voice their suggestions and concerns. The parent representatives will

- (i) Liaise between parents and TCCC Education & Cultural Coordinators
- (ii) Attend Education & Cultural Coordinator Meeting, and Parent-Teacher-school Administrator (Education & Cultural Coordinators) Meeting



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- (iii) Supervise and coordinate parents for volunteer work for making lunch, setting up, tidying and clean up tables and chairs after classes and lunch. Inform parent about kitchen guidelines when making lunch, and contact and collaborate with kitchen coordinator
- (iv) Help in organizing Annual TCCC Performing Arts Students Cultural Concert
- (v) Organize Annual Family Picnic
- (vi) Assist Education and Cultural coordinators with any other school related work when requested including TCCC & CTAO Annual ceremonial functions
- (vii) Organize any fundraising events

7. Approval of the Terms of Reference

This Terms of Reference will be signed annually in September by the Parent Representatives and the Education and Cultural Coordinators of TCCC.

Parent Representatives for 2013-14:

- 1.
- 2.
- 3.

Education Coordinator (s):

- 1.
- 2.

Cultural Coordinator(s):

- 1.
- 2.

Date: