



APEEE Services asbl

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Rules of procedure of the Management Committees (MC) of APEEE Services ASBL

1. What is the purpose of a Management Committee and how does it work?

The Management Committee (MC) is an intermediary decision-making and guidance body for the sector of activity it oversees. It also prepares the strategic decisions and proposals to be submitted to the Board of Directors for decision.

Each department has a Management Committee, composed of volunteer parents (maximum 5 full members), who support the manager and his team in the daily management and ensure the link with the Board of Directors.

All decisions must be coordinated with the Management of the ASBL, which will liaise with the Board of Directors. The presidents of the committees can be invited to the Board of Directors.

It is also during these management committees that projects between the School and the APEEE Services are discussed and elaborated, the main objective of the APEEE Services being to ensure that the services respond to the general interest of the parents, the students and the School.

Other members of the school community (student representatives, directors, teaching staff, teacher representatives of the three levels) are involved in the work of the Management Committees according to the topics discussed.

Each member of a CG undertakes to work/participate in the common interest of the ASBL. Each member also signs a **confidentiality charter** which commits him/her to the duty of restraint on subjects discussed in the CG and all subjects related to the affairs of the ASBL.

The Management Committees meet several times a year as needed.

2. Who can become a member of these committees ?

Any parent who wants to be involved on a regular basis in the follow-up of one or more services.

Procedure: at any time during the school year, the candidate can send a letter of motivation to the chosen CG, via the APEEE Services Directorate at the following address: coordination@apeee-bxl1-services.be. The MC will study it and, after deliberation within the MC, the candidate will be invited to participate as an observer in the meetings for one school year.

Observers may not vote in the CG nor speak on its behalf.

After this period of observation the candidate is appointed by the Board of Directors on the proposal of the CG and officially becomes a member of the CG for two years, renewable.

Each MC may have a maximum of 2 observers at a time, except in the case where a larger number of full members are at the end of their term and will not reapply for a new term.

3. Procedure for effective communication management

Any communication about a project or reflection or request for support for a project must first be shared with the Management. This communication must be the object of a collaboration between the manager, his team and the Management Committee supervising their work in order to harmonise the different communications, both oral and written.