

1. The roles and responsibilities of **Principal**, not limited to, as follows:
  - Supervise teachers and volunteers and conduct performance evaluation.
  - Ensure contractual agreement waiver is signed between TANC and teachers.
  - To advice TANC board on renewal/extension or termination of contract term between above mentioned parties based on annual performance review of teachers.
  - Prepare annual report of Namchod Kyetsel as and when required by TANC and funders.
  - Submit budget proposal to the TANC by end of November every year for approval.
  - Arrange classrooms and other associated facilities for the school.
  - Authorize purchases of teaching materials etc. amount of which is pre- budgeted and approved by TANC board as per procurement policy (to be drafted later)
  - Maintain school admission record.
  - Liaison with TANC and Parent's Association for activities such as School Annual Day, Fund raising from the Tibetan community and other events where school and students are involved.
  - Prepare time table and school annual calendar.
  - Ensure that the lessons plans are submitted by the teachers one week in advance from the start of the school. Make copies ready for distribution to all the parents on the first day of the school.
  - Coordinate with the Parent's Association in redressing grievances and genuine complaints of the parents.

2. The roles and responsibilities of **Parent's Association (PA) Representatives**, not limited to, as follows:

- Assist school in organizing any events beyond standard school functions such as:
  - Organizing school field trips
  - Dance performances
  - Community outreach
  - Teacher/Student appreciation event
  - Fundraising events
- To coordinate with parent volunteers to plan and provide above activities as well as classroom activities that support lesson plans given to the students.
- Monitor parents' participation in class and ensure permission from NK principal.
- To liaison between Namchod Kyetsel and parents.
- To provide new ideas and suggestions to Namchod Kyetsel Committee to enhance overall educational goal in compliance with TANC Namchod Keytsel policy
- Elected PA Representatives shall communicate relevant activities and current issues of the school to the parents via email or social media.
- To collect Namchod Keytsel tuition fee.
- To inform Principal of any proposed action plan that Parent's Association would like to undertake.

2. **Parent's Association (PA):**

- Every parent shall be a member of the Parent's Association. Parents of former Namchod Kyetsel students can opt to remain with Parent's Association.
- Parent's Association shall elect its Representatives every two years. The number of PA Representatives shall be between five to seven members who can internally elect their

leader.

- Parent's association meeting shall be held twice each semester.