

# APEEE Bruxelles II – Board Structure

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# APEEE Bruxelles II – Board Structure

The Annual General Meeting (AGM), elects the Association's Board, which is also known as the Board or C.A. The members are elected to serve a two-year mandate, however to maintain continuity, at least half of the positions on the Board are up for election at each AGM

Furthermore, the Board sets up Working Groups, which oversee particular activities, services, draft papers, support parents, amongst other tasks. The Board is made of a Bureau and various Working Groups which focalise on **pedagogical** or **operational** matters, all of which are listed below. Each working group has a coordinator, who is elected by the Board and members. The Board has set up a total of 13 Working Groups.

If you wish to contact a representative on a specific topic, do not hesitate to go through the Working Groups, and contact the relevant members for an efficient processing of your request.

## Summary

1. The Bureau
2. Pedagogical Working Groups
  - a. Interparents
  - b. CEP&M
  - c. CEES
  - d. Educational Support & Well-Being
  - e. Enrolments Policy
3. Operational Working Groups
  - a. Cantine
  - b. Transport
  - c. PÉriscolaire
  - d. Health, Safety, Security and Compliance & Risk Assessment
  - e. Communication, Welcome Activities & Active School Community
  - f. IT
  - g. Budget
  - h. Legal, Ethics & Statutes



# 1. The Bureau

The Bureau is responsible for developing and managing an HR strategy, monitoring the Board efficiency and effectiveness with strategy and targets approved by the General Assembly. The Bureau is also in charge of the succession and continuity management.

President	Wolfgang MÜNCH	<a href="mailto:wolfgang.munch@woluweboard.eu">wolfgang.munch@woluweboard.eu</a>
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Treasurer	Monika BARABASZ-LOPES	<a href="mailto:monika.barabasz@woluweboard.eu">monika.barabasz@woluweboard.eu</a>
Secretary	Roberta MAGGIO	<a href="mailto:roberta.maggio@woluweboard.eu">roberta.maggio@woluweboard.eu</a>
Secretary of Information	Catarina DUARTE GOMES	<a href="mailto:catarina.duarte@woluweboard.eu">catarina.duarte@woluweboard.eu</a>
Member of the Bureau	Gaspar MOLNAR	<a href="mailto:gaspar.molnar@woluweboard.eu">gaspar.molnar@woluweboard.eu</a>

## 2. Pedagogical Working Group

Education Committee for Kindergarten and Primary (CEP&M) and the Education Committee for Secondary (CEES) and Interparents, support the pupils and parents through important educational milestones (exams, bac) and issues. [Interparents](#) is the umbrella association for all APEEEs and the voice of parents on all aspects of governance of the European School System. The pedagogical representative of each section is also the coordinator in charge of the pedagogical of their section.

### a. Interparents

#### Coordinators

IP Representative	Bengt DAVIDSSON	<a href="mailto:bengt.davidsson@woluweboard.eu">bengt.davidsson@woluweboard.eu</a>
IP Representative	David ZELINGER	<a href="mailto:david.zelinger@woluweboard.eu">david.zelinger@woluweboard.eu</a>
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#### Members

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	Ulrike STOROST	<a href="mailto:ulrike.storost@woluweboard.eu">ulrike.storost@woluweboard.eu</a>



## b. CEP&M

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## c. CEES

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## d. Educational Support & Well-Being Working Group

The Educational Support Working Group provides information on possibilities of support according to the rules of procedure of the school. It also provides input on well-being activities for all students and staff

<b>Coordinator</b>	David ZELINGER	<a href="mailto:david.zelinger@woluweboard.eu">david.zelinger@woluweboard.eu</a>
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## e. Enrolment Policy Working Group

The Enrolment Policy Working Group monitors the new developments regarding enrolment policy. The group also provides analysis for the overall APEEE position.

<b>Coordinator</b>	David ZELINGER	<a href="mailto:david.zelinger@woluweboard.eu">david.zelinger@woluweboard.eu</a>
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	All Board members	



### 3. Operational Working Groups

#### a. Canteen Working Group

The Canteen Working Group is in charge of managing the increasing demand and costs and ensuring the canteen team delivers the optimum service for our customers : pupils and parents.

<b>Coordinator</b>	Bruno LARANJEIRA	<a href="mailto:bruno.laranjeira@woluweboard.eu">bruno.laranjeira@woluweboard.eu</a>
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#### b. Transport Working Group

The Transport Working Group is in charge of managing the increasing demand and costs and ensuring the transport team delivers the optimum service for our customers : pupils and parents.

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## c. PÉriscolaire Working Group

The PÉriscolaire Working Group is in charge of managing the increasing demand and costs and aligning the activities, where and when possible with school sporting, cultural and pedagogical objectives. The Group is also responsible of overseeing the delivery the high-quality activities on both sites.

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## d. Health, Safety, Security and Risk & Compliance Working Group

The Health, Safety and Security (HSS) oversees the safety and well-being of the children at school. The main objective is to put health and well-being, safety and security on the agenda of the school management. The group also focuses on the supporting and fostering a good management practice at school.

The Compliance and Risk Assessment (C&RA) ensures the full compliance with the legal obligations and other requirements regarding the compliance and risk assessment matrix. The group also works on improving risk management and collaborating with the school for mitigating common risk factors.

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## e. Communication, Welcome Activities & School Community Building Working Group

The Communication, Welcome Activities and School Community Working Group is in charge of facilitating the sharing of information between the APEEE Board members and support the overall communication efforts of the APEEE (such as newsletters, articles on services, internal communication, etc). It also supports the school in the organisation of events, seminars, conferences, proposal of projects, etc.

The communications to stakeholders, whether it is lobbying, information dissemination or engaging parents and pupils, is a core APEEE activity undertaken by all APEEE working groups, therefore a responsibility of all APEEE Board members.

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## f. IT Working Group

The IT Working Group drives the development of key IT projects and the infrastructure of the IT system of the APEEE.

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## g. Budget Working Group

The Budget Working Group is responsible for planning, budgeting and financial monitoring of the APEEE budget in collaboration with the Service Managers and Financial & Administrative Manager. The group is made of the President, the Vice President for Administrative Affairs, the Service Working group coordinators (Transport, Canteen, P eriscolaire) and the Treasurer.

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## h. Legal, Ethics & Statutes Working Group

The Legal, Ethics & Statutes Working Group has been added to centralise the topics and issues regarding the update of the statutes, the information to parent community in the legal procedures to avoid surprises in such major changes.

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