



CLASS DELEGATE MANUAL

Strategic Link and Agent of Transformation

Leader | Representative | Collaborator

The Class Delegate is the strategic and proactive link between the parents, the Parents' Association (APFBSI), and the educational institution (BSI). Their essential role is to be an active representative, effective communicator, and collaborator, focused on the collective benefit and the continuous improvement of the classroom environment and the BSI community as a whole.

The delegate is an active member who works in coordination with the APFBSI Board of Directors to promote common goals and strengthen the school-family alliance.

1. CENTRAL ROLE: Active, Proactive Voice and Connection Leader

- **Collective Representation:** Gathers, filters, and organizes the general and common concerns, suggestions, and ideas of the group. Communicates these recurrent issues to the school or the teacher in a structured and respectful manner.
- **Participation in Meetings:** As a group representative, they have the responsibility to attend meetings called by the APFBSI or the school.
- **Proactive Leadership:** Not only identifies areas for improvement but actively proposes constructive solutions and action plans to optimize the classroom environment, coexistence, or activities.
- **Information Management:** Keeps the classroom parents informed in a timely manner about agreements, activities, or communications from the school and the parents' board. Fosters organized and positive participation in group and school activities.
- **Integration of New Families:** Extends a warm welcome to new families, facilitating their quick and effective integration within the group they represent.

Limits and Ethics:

- **Scope of Action:** Does not handle or intervene in personal or individual matters of a student or family. These issues are the strict responsibility and direct management between the parent and the corresponding teacher or administrator.
- **Discretion and Ethics:** It is essential to be discreet and maintain strict confidentiality regarding communications and/or topics of a confidential nature.
- **Respect and Communication:** Express concerns and opinions constructively and respectfully, prioritizing the well-being of all members of the community.
- **Child Safeguarding:** Must avoid the explicit identification of minors (use of images, direct mentions, or other forms of exposure in any group or social media).
- **Obligation to be Informed:** Must read and understand the relevant institutional documentation to perform their role effectively:
 - APFBSI Bylaws
 - Parents and Students Manual (handbook)
 - Safeguarding Policies.

2. KEY FUNCTIONS IN COLLABORATION with the School and the Parents' Board

- **Institutional Liaison and Link:** Attends Parents' Board meetings promptly to ensure that their classroom's perspective is heard and to bring key information, agreements, and plans from the Board back to the classroom.
- **Class Vision (Consensus):** Informs the school about the group's particular needs only when these are a proposal, concern, or request backed by the majority (51% or more) of the classroom representatives.
- **Project Executor:** Acts as a driving force, helping the Parents' Board organize and coordinate the logistics of events, initiatives, or projects involving the entire school, ensuring the organized participation of their classroom.
- **Support Manager:** Helps disseminate the initiatives and agreements of the Parents' Board within their group. Requests necessary collaboration or resources (financial, volunteers, materials) clearly, organizedly, and respectfully.

3. GUIDING PRINCIPLES FOR ACTION

- **Organize before Communicating:** Always ensure the issue is of common interest (not individual) and present it to the school or the parents' board respectfully, objectively, and, if possible, accompanied by constructive solution proposals.
- **School-level Collaboration:** Understand their role as a motor of support for the initiatives of the Parents' Board and the school, seeking the greater good of the BSI community.
- **Be Proactive, Not Reactive:** Seek the constant improvement of the classroom environment, coexistence, and integration, acting preventively and moving beyond just waiting for problems to appear before reacting.

This manual provides you with the tools, but your commitment is the true transformative force. Being a delegate is a unique opportunity to grow, develop negotiation skills, empathy, and communication. You are not only representing others but are being a model of commitment within the community. Lead by example, inspire with respect, and work with passion because the success of our community is everyone's commitment.