

Appendix-F.

Guidelines prepared for the Role of IPSC staff Representative

The under mentioned guidelines for the Role of IPSC Staff Representative were approved during the Annual General Meeting dated 20 March 2021 vide Item No. 14.

- Each Member School is represented by the Head of School. In his or her absence it may be represented by the Vice Principal or Deputy Headmaster but by no one else.
- To ensure that communication between Members and the Office Bearers of the Society and between Member Schools themselves, and keeping in mind that the Head may not always have time to participate in such communication in a timely manner, there will be a teacher / staff from each school designated by the Head of School to represent the School in matters and communications concerning the IPSC
- Each Member School must communicate to the Secretary IPSC the name, designation and contact details of the said individual. This teacher / staff will be known as the IPSC Representative.
- The duties and responsibilities of the IPSC Representative from each Member Schools will include:
 - a) Keeping in touch with other Representative.
 - b) Responding to emails and other communications from IPSC.
 - c) Leading the school initiative for participation in the IPSC GK Test.
 - d) Following up on payment of the IPSC and Trust annual subscriptions.
 - e) Keeping the Head abreast of all IPSC matters and informing the Secretary IPSC when there is a change of Head.
 - f) The IPSC Representative or any other Staff Incharge, appointed by the respective School, will act as point person with delegates, whenever a school hosts an IPSC event.