

**Familles Lycee Tokyo**  
**LFI Tokyo -- Official bodies & Commissions**  
**FLT -- Roles, Duties, Activities**

Name (French)	Name (English)	Description	Duties	Frequency	Number of people required		Expected meeting dates
					Position holders	Substitutes	
<b>Lycée Français International de Tokyo (LFI Tokyo)</b> International French School in Tokyo							
<b>Governing bodies of LFI Tokyo</b>							
<b>Conseil d'Administration (CA) &amp; Assemblée des Conseillers</b>	<b>Board Meeting (CA) &amp; Advisors Meeting</b>	The Board is the committee that manages the School, it makes decisions relevant to its functions, particularly as regards financial matters. The Advisors committee has 25 members. It is an advisory body of the Foundation which can express statements on matters within the scope of the Board Meeting. The Advisors committee must be consulted before the LFI Budget vote.	Read documents provided in advance. Prepare a list of questions from parents and submit to the Board members ahead of the meeting. Attend meetings. Vote on decisions based on FLT position. Prepare a report of the meeting in French and a summary for translation to English and Japanese within 10 days. Communicate the report to FLT members.	Board Meeting: 3 times per year. 1 Advisors Meeting. Duration: approx. 2 hours Late afternoon.	2 board members. No deputy but 1 extra member may be invited. If one statutory member cannot attend, another person can attend as guest attendant. The statutory member will be entitled to vote on behalf of the other statutory member. Only 2 persons can attend (2 statutory members or 1 statutory member + 1 guest) The names of the two board members must be communicated to the LFI Headmaster Ph. Exelmans and the Finance & Administration Manager R. Salama		October 14th, 17:30 - 19:30 February 6 (Advisors Meeting) February 14 May 26 17:30 - 19:30
<b>Conseil d'Etablissement (CE)</b>	<b>LFI School Council (CE)</b>	This body oversees the Primary and Secondary School. It reviews the topics discussed during the Primary School and Junior/Senior High School Councils. It can make decisions regarding educational and organizational matters within the framework defined by AEF. It cannot replace AFEA or the Board Meeting for their specific scopes of decision.	Gather questions from parents and points to discuss. Prepare a list of questions to submit during the meeting. Communicate questions to the LFI Headmaster secretary, Marimo Sato, before the deadline (usually one week before the School Council). Attend the School Council. Vote on Council decisions. Prepare a report in French and a summary for translation to English and Japanese, within 10 days. Communicate the report to FLT members.	4 times per year. Usually 16:00-18:00.	4 board members Elected in October. For the first CE of the year, which is held before elections, representatives elected during the previous year shall attend.	4	October 4, November 17, 17:30- 19:30 March 30, 17:30-19:30 June 1st 17:30- 19:30
<b>Official Bodies of LFI Tokyo</b>							
<b>Conseil d'Ecole(Ce)</b>	<b>Primary School Council</b>	The Primary School Council prepares recommendations for the LFI School Council with regards to educational matters and school life at the Primary School.	Gather questions from parents and points to discuss. Prepare a list of questions to submit during the meeting. Communicate questions to the Primary School Headmaster secretary, Yuka Taveron, before the deadline (usually one week before Council). Attend the Council. Vote on Council decisions. Prepare a report in French and a summary for translation to English and Japanese, within 10 days. Communicate the report to FLT members.	3 times per year	8 board members Elected in October	8	November March May 16, 15:30-17:30
<b>Conseil du Second Degré (CSD)</b>	<b>Junior and Senior High School Council (CSD)</b>	The Junior and Senior School Council prepares recommendations for the LFI School Council with regards to educational matters and school life at High School.	Gather questions from parents and points to discuss. Prepare a list of questions to submit during the meeting. Communicate questions to Marimo Sato, before the deadline (usually one week before the Council). Attend the Council. Vote on Council decisions. Prepare a report in French and a summary for translation to English and Japanese, within 10 days. Communicate the report to FLT members.	3 times per year	2 board members Necessarily designated among the 8 representatives elected to the LFI School Council	2	November 10, 17:30- 19:30 March 27, 17:30-19:30 May 16, 17:30-19:30
<b>Conseil de discipline</b>	<b>Disciplinary council</b>	Will consider the situation of a student whose behavior has been deemed uncompliant to the rules of daily life at school or who does not comply with school obligations. One or more disciplinary sanctions will be decided. Can also be held in a case involving several students. Council attendants: LFI management, LFI employee representatives, parents representatives, pupils.	Review the case in advance. During the meeting: - Listen to the facts, - Let all parties express their views (School management, teachers, pupil, parents) - Participate as appropriate - Express opinion during council decision making Attendants must keep discussions confidential.	Upon request of the LFI Headmaster	2 board members Designated among the 4 representatives elected to the LFI School Council	2	
<b>Bodies mandated by the Governmental French Board of Education</b>							
<b>Commission Hygiène et Sécurité (CHS)</b>	<b>Hygiene and Safety Committee</b>	In charge of improving students and staff safety.	Attend the meetings. Take down the meeting's minutes and sum them up for English and Japanese translation within 10 days. Send report of the meeting to all members.	2 times a year	2	2	
<b>Comité d'Education à la Santé et Citoyenneté (CESC)</b>	<b>Health and Civic Duty Committee</b>	The Health and Civic Duty Committee manages matters related to health and civic duties such as medical checkup, awareness campaigns (school bullying, stress, smoking, alcohol, AIDS, etc.) as well as first aid courses.	Attend the meetings. Take down the meeting's minutes and sum them up for English and Japanese translation within 10 days. Send report of the meeting to all members.	3 times a year	2		
<b>Conseil Vie Lycéenne et Collégiale (CVLC)</b>	<b>Junior-High and High School Quality of Life Representative Council</b>	Give the JH and HS a platform on which to express their ideas for a better daily life in school Help them achieve projects enhancing their experience during their time with the LFI Tokyo.	Listen to and guide/Advise the JH and HS students in their projects. Offer help from FLT or answer requests for help with actions necessary to the achievement or progress of projects. Write a report and sum it up for English and Japanese translation within 10 days . Send the meeting's minutes to all members.	3 times a year	2		
<b>Other Bodies</b>							
<b>Commission Educative</b>	<b>Educational Commission</b>	Will consider the situation of a student whose behavior has been deemed uncompliant to the rules of daily life at school or who does not comply with school obligations. The committee will endeavour to find a personalized answer to the student's problem. It can also intervene in a case involving several students. Will attend the committee meeting: Direction team, staff representatives, parents representatives, student or students involved.	Get acquainted with the situation During the meeting: - listen to the facts - let all parties talk (director, teachers, student, parents) - Intervene where necessary - Give one's opinion during the deliberation A strict rule of secrecy must be kept by the participants	When requested by the headmaster	1 of the 4 CE members		
<b>Commission des Langues Primaire (CLP)</b>	<b>Languages programs (Elementary School) Commission</b>	These are exclusive to the LFI Tokyo.	Sum up questions and concerns from parents to present to the committee . Send them to Marimo Sato before the deadline (usually a week before the committee meets). Attend the meetings Vote to enforce chosen measures. Draw up meeting's report and sum up for English and Japanese translation within 10 days. Send report to all members.		2 to 3 participants can vary according to topics		
<b>Commission Restauration</b>	<b>Canteen Commission</b>	Working on the menus (themes, content, origin) of the following month with the head chef Mr. Sugimoto and the procurement management M. Jorge.	Gather the questions, the wishes of the parents. Understand the operation of the canteen and also its constraints (origin of the food, budgetary constraints, nutritional balance, etc). Prepare a report for the important points discussed. Disseminate the report to the members. Answer questions from members regarding the restoration.	1 per month during daytime.	Max 4 people. By customary use, 1 or 2 person attend the commission, but this number can be changed to 3 to 4 persons taking turns in attending the meetings.		

<b>Commission des appels d'offres</b>	<b>Bids Commission</b>	This Committee monitors compliance with the procedure of tendering.	Read documents shared in advance. Synthesize and write a list of questions and issues to discuss from the parents. Submit them in advance at the office of FLT for preparation. Participate in the Commission. Voting on decisions in agreement with the Bureau.	Only when significant expenditures for the LFI Tokyo are required			
<b>Foyer Socio-Educatif (FSE)</b>		The Foyer Socio-Educational (ESF) is a non-profit organization working within the LFI Tokyo since 1986.  It allows the entire educational community to participate in activities organized by its members, students and adults. In keeping with the philosophy of the ESF, each business establishment must be BY and FOR the students. The wish is to give them more responsibilities so that they will become involved in the life of their Lycée.  Unlike most existing ESF in schools in France, activities are free of charge at the LFI Tokyo. These activities are self-financed through different initiatives such as Tombola, cake sales, roses, class photos, sweaters or T-shirts.  The ESF is also responsible for the link with the Takingawa district through the participation of our students in various festive events or neighborhood residents events.  Finally, the FSE allows students to have additional knowledge in various fields such as theater, music, art, science, robotics etc., through clubs organized by teachers, staff of high school, parents or students themselves (the rule is to encourage voluntary and free). Note that student participation in these activities can be an asset in their application in higher education.		Variable	1		
<b>Commission consulaire des bourses scolaires</b>	<b>Consular Commission for school general fees financial help (~Scholarship)</b>	Each year, the AEF (The Agency for French Education Abroad) allocates a budget to allow French children whose families are in precarious financial situations to be able to continue studying within a French institution under the tutelage of AEF in Japan and in particular in the FLT Tokyo. Scholarships may partially or fully cover tuition, meals, transportation and extracurricular activities.	Address questions from families related to Scholarships. Assit, whenever possible, families to fill out their application. Research, collect when possible, without privacy infringement, informations to support the applications on behalf of the families. Study, understand situations and emit recommendations for the difficult cases. There is a strict confidentiality for all names, content of the application as well as any discussion that arose during the sessions.	2+2 preparatory meetings	2		

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<b>Familles Lycée Tokyo (FLT)</b>							
<b>Positions in the Bureau</b>							
<b>Président de l'association</b>	<b>President</b>	Represent the FLT association, primary link between FLT administration and Fapee.	Representative of the FLT-Fapee. Role and power set down by the statutes of the association. Draw up a list of candidates for C.E. Help organizing the elections. Submit elected members' names to LFI Tokyo administration.	Continuous	1		
<b>Secrétaire</b>	<b>Secretary</b>	Communication, coordination.	Organize meetings, votes. Write down the bureau's meetings/ votes' reports. ( can delegate if need be.) Notify bureau's members/ other volunteers about councils and meeting schedule. Will ensure about the FLT's members disponibility. Make sure that the CR are handed back in a timely manner (1 to 2 weeks for the French version). Contact Mr Jorge in cases like : asking for a meeting room, tables or chairs. Write down LFI Tokyo's parents communications together with the other Bureau's members. Send these communications to parents (can delegate if need be.) Make sure that every question asked by parents finds an answer.	Continuous	1		
<b>Trésorier</b>	<b>Treasurer</b>	In charge, with the president, of accounting management.	Operate the association's bank account : make payments, hold account and present the yearly financial report. Role and power set down by the association's articles. Coordinate Elementary school councils, activities, members of related councils.	Continuous	1		
<b>VP Primaire</b>	<b>Primary School Vice President</b>	Represent and stand up for opinions expressed by parents and FLT-Fapee's members.	Main contact point for communicating with Elementary School administration. Address educational questions from parents. Submit elected members' names to LFI Tokyo administration. Coordinate FLT's C.E's members.	Continuous	1		
<b>VP Secondaire</b>	<b>Junior and Senior High School Vice President</b>	Represent and stand up for opinions expressed by parents and FLT-Fapee's members.	Role and power set down by the association's articles. Coordinate Secondary school councils, activities, members of related councils. Main contact point for communicating with Secondary School administration. Address educational questions from parents. Submit elected members' names to LFI Tokyo administration. Coordinate FLT's C.E's members.	Continuous	1		
<b>Membres du bureau</b>	<b>Council members</b>	Active members of the association, are elected at the AGM, have a voting power on decision, can by vote bring in new council members. Represent and stand up for opinions expressed by parents and FLT-Fapee's members.	To meet with others members on a regular basis, wether in person or by mail. Organizing the Annual General Assembly and the Bureau's elections. Stay in touch with the parents and inform the FLT if problems/questions arise. Write the corresponding report and a 15 lignes summary of the committee the member attends, (the summary will be translated in Japanese and English and should be placed at the top of the report). Let the LFI Tokyo know the elected members's names.	On a qaterly basis	Between 5 (min.) to 20 (max.)		
<b>Membres associes</b>	<b>Council members associates</b>	FLT represents the students' parents within LFI Tokyo's bodies . Therefore, the FLT needs about 50 volunteers (including elected members of the Bureau) to represent the families in the aforementioned bodies. The parents' association regularly organize events that could not exist without the active participation of its volunteers. Various events such as the Lycée-Café (volunteers assist the FLT for organizing and answering parents' questions), the big annual raffle (contacting potential sponsors, managing tickets's sale...) and other events such as the LFI Tokyo's annual fair (helping with the different fair booths). Volunteers are vital to the FLT : in sharing their enthusiasm, their talents, they enhance the volunteer team and life within the LFI Tokyo. Because we understand that life is busy for everyone, you choose the amount of time you are willing to grant the FLT-Fapee.	To make oneself available whenever the Bureau needs them. (as much as possible) Take part in the council/commission/committee volunteered for and be responsible for writing down the corresponding minutes. Assist the afore mentioned roles. Deal with members subscriptions. Write/read/correct and translate into Japanese or English the various LFI Tokyo's committees minutes and messages sent to members throughout the school year. Listening / answering parents's questions sent to the association.	Depending on demand	As many as possible!		

Activities							
Lycée-Café (Japanese and International)	Lycée-Coffee (Japanese and International)	FLT members usually organize 3 Lycée-Café annually, in order to facilitate communication with family members and address questions that may be difficult to ask directly to the administration or teachers of LFIT. This is a good time to ask questions and share experiences, concerns among parents and get answers, advice, recommendations.	Organize, invite, manage volunteers, parents' questions, etc. Multilingual representation. Set the frequency, topics, the public, stakeholders and place of each Lycée-Café as needed.			3 people at least	
Tombola	Raffle	The raffle is organized for the LFI Tokyo's annual fair. Raffle's benefits are integrally invested in the FSE (solidarity fund helping families experiencing financial problems and unable to send their children to extracurricular activities.)	Coordinate with the LFIT managing this event. Find the sponsors to get attractive prizes. Prepare and organize tickets sale. Manage the distribution of prizes. Remit revenues to FSE.	Peak of activity: research of sponsors all year long, and just before the annual fair.		3 people at least	
LFIT website, Digital communication	LFIT website, Digital communication	FLT manages various tools for digital communications with FLT members (website, email, social networks...).	Website maintenance, post updates on LFIT website, Facebook and Twitter.			2 people at least	
Volunteers							
Plumes	Writers	FLT aims to represent to the LFI Tokyo and also to inform parents of members: a number of communications are therefore generated during the year: Info-FLT, reports, specific communications, questionnaires, queries to authorities or the LFIT administration. A group of writers is needed to help manage and create these communications, in turn.	Write / read / correct communications. Double-check the minutes before sending the bodies to members and correct typos, or ask the editor to make changes / clarifications / additions necessary for the proper understanding of the minutes by any external player. It is therefore desirable for each minutes to get involved both a writer that participated in the proceeding, and an "outside" writer (not involved). Ensure that the editor did not forget to prepare a summary of 10-15 lines in the document header.	Depending on demand, high demand periods, around the dates of the LFI Tokyo instances		as many as possible !	
Adhérents	Memberships	FLT maintains a list of its members to effectively communicate with the families it represents. A modest contribution is collected in order to manage the association running costs such as hosting website, etc.	Create and update the list of members throughout the year, and ensure that all have paid their membership. Ensure that all members have received their membership card (for those that joined internet / email, they send the card by post / email). Scan all membership forms for filing the gmail account FLT.	Peak of activity: school start and General Assembly		1-2 people, with possible additional help by other FLT members	
Traduction en anglais et en japonais	English and Japanese translations	In order to inform and include within the educative ecosystem of LFIT the increasing number of non-french speaking parents, FLT translates various communications into english and japanese, and at least one summary report of proceedings to which its representatives attend. The FLT also establish communications with parents in either english or japanese when necessary to assist these families.	Create and maintain the mailing list of members. A person is in charge of monitoring and organizing English and Japanese translations (dispatch translation work for each minutes / INFO-FLT / other document, read translations once received and ensure that the translation does not contain any missense). Other people are in charge of the translation work itself. Do not forget to provide translators links to the trilingual lexicon of FLT which is on our website, and ask them to respect the translations indicated therein.	Depending on demand, high demand periods, around the dates of the LFI Tokyo instances.		as many as possible !	

#### Other useful informations :

- Every member joins the FLT on a volunteering basis, which means we need to acknowledge everyone beliefs, dedicated time and opinion.
- Furthermore it is utterly important that representatives members of the different school councils understand that the FLT-Fapee views or opinions prevail over their personal views.
- The French Embassy will only acknowledge representatives elected within the Bureau.
- Except for the consular council regarding school general fees financial help (~scholarships), members attending the different school commissions do not need to be part of the elected Bureau.