**Commitment on joining AAS**

Both WA and Bali sister schools will have a coordinator who is responsible for facilitating and guiding the project at a school level. The school coordinator should:

1. be willing to persevere in establishing effective communication with their sister school
2. be committed to educating students for a peaceful world
3. be open-minded when dealing with their sister school
4. respect the rules and procedures in place within each school system
5. commit to at least one exchange of correspondence per semester (2 x per year)

**Role of the Management Committee**

***It is essential that coordinators understand that it is not the role of the Committee to establish the communication channels between coordinators at the various sister schools.***

The Committee’s role is to:

1. match sister school
2. provide the coordinators’ contact details at each sister school
3. arrange e-transfers of funds to Bali, usually 4 times a year. These funds are held in the AAS account at the Commonwealth Bank, Denpasar
4. as a last resort, facilitate in contacting coordinators

**Role of the Sister Schools**

In order to succeed:

1. coordinators must establish strong communication between each other, usually via SMS, email, Wiki, Skype and visits
2. the role of the coordinator should be passed on if the incumbent vacates the position
3. both WA and Bali schools should consider signing off on a Sister School Agreement which clearly states expectations (eg DET doc “International Sister School Relationships”)
4. **funds** which are raised for Bali schools, need to be targeted and only spent on projects which have been agreed upon by both schools. A fully costed budget and plan should be submitted to the WA school before any funds are given to the Bali school. Once the WA school coordinator is satisfied that these conditions have been met, they will give permission to the AAS WA Treasurer to release the funds to the AAS Bali committee. Funds will be sent in the next e-transfer. The project can then commence.
5. upon completion of the project, the Bali school must send a report which included photos and a breakdown of expenditure
6. funds for larger projects should be dispersed gradually as progress reports and receipts are presented
7. **accountability for expenditure of the funds is the joint responsibility of the two sister schools involved.**