



Order of Piboonbumpen Demonstration School Burapha University

Number 394 /2024

Subject: Appointment of the Committees for the Mastering IELTS writing project for the International Education Program for Academic Year 2024

In order to have the mastering IELTS writing project for secondary level students (M.3 – M.6) of the International Education Program for Academic Year 2024 on the 25th of August, 2024, to be well organized, “Piboonbumpen” Demonstration School under the management of Burapha University abided by the authority as written in section 13 (1) of Burapha University regulations in the year 2009 dated 22nd December 2009, and first, corrected in the year 2013, dated 20th of March 2013, has assigned the following persons to carry out the following tasks:

Advisory Committee

1. Ms. Apunchanit	Jenjit	Chairperson
2. Assistant Professor Kongsak	Wattanachod	Committee
3. Ms. Sanita	Taimuang	Committee
4. Ms. Potchaneer	Masuk	Committee
5. Ms. Penpun	Srisayporn	Committee
6. Ms. Natamon	Keeratichotigool	Committee
7. Mr. Kritsada	Suwanphithak	Committee
8. Ms. Nichanan	Chaisang	Committee
9. Ms. Phitchanan	Sangserpo	Committee

Job: Give advice to the staff and facilitate the processes.

Administrative Committee

1. Ms. Natamon	Keeratichotigool	Chairperson
2. Ms. Nichapat	Rattanadilok Na Puket	Vice-chairperson
3. Mr. Andrew Edward	Fraser	Committee
4. Mr. Ciaran	Cassidy	Committee
5. Mr. Jan-Hendrik	Piennar	Committee
6. Ms. Jirarat	Jaturanon	Committee
7. Dr. Manus	Jompru	Committee

8. Mr...

- | | | | |
|----|-----------------------|-------|-----------|
| 8. | Mr. Michael David Ian | Brock | Committee |
| 9. | Mr. Ting Fong | Tsai | Committee |
10. **Job:** Organise and plan the activities for the Mastering IELTS writing project and make sure the activities run accordingly.

Students monitoring and observation Committee

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|----|-----------------------|---------|-------------|
| 1. | Mr. Jan-Hendrik | Piennar | Chairperson |
| 2. | Mr. Andrew | Fraser | Committee |
| 3. | Mr. Ciaran | Cassidy | Committee |
| 4. | Mr. Michael David Ian | Brock | Committee |

Job: 1. Monitor students during the project.
2. Observe the lecture of the Mastering IELTS writing project and prepare to apply in English classroom.

Venue and Audio – Visual Committee

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|----|-----------------|------------|-------------|
| 1. | Dr. Manus | Jompru | Chairperson |
| 2. | Mr. Jan-Hendrik | Piennar | Committee |
| 3. | Mr. Robert John | Simpson | Committee |
| 4. | Mr. Anuchit | Bampeng | Committee |
| 5. | Mr. Wichan | Taweechote | Committee |

Job: 1. Arrange areas involved to be ready for the activities.
2. Coordinate and set the audio-visual, light and sound systems.

Documentation Committee

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|----|-------------|------------------|-------------|
| 1. | Ms. Natamon | Keeratichotigool | Chairperson |
| 2. | Ms. Apinya | Chaikul | Committee |
| 3. | Mr. Napon | Wongsuwan | Committee |

Job: Set, prepare and coordinate and gather all documents for the attendees.

Registration and Reception Committee

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|----|-------------------|-----------------------|-------------|
| 1. | Ms. Nichapat | Rattanadilok Na Puket | Chairperson |
| 2. | Ms. Jirarat | Jaturanon | Committee |
| 3. | Mr. Ting Fong | Tsai | Committee |
| 4. | Ms. Phetcharaporn | Pianprasit | Committee |
| 5. | Ms. Yanisa | Watanachote | Committee |

Job: Prepare list of attendees and make a registration.

Food and Beverage Committee

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|----|-------------|------------------|-------------|
| 1. | Ms. Natamon | Keeratichotigool | Chairperson |
| 2. | Ms. Apinya | Chaikul | Committee |
| 3. | Mr. Napon | Wongsuwan | Committee |

- Job:** 1. Coordinate with in-charge of coffee/tea break coordinators.
2. Organise and decide for the coffee/tea break to be served.
3. Coordinate with the venue committee and run all the service accordingly.

Photography and Public Relation Committee

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|----|-------------|------------------|-------------|
| 1. | Mr. Napon | Wongsuwan | Chairperson |
| 2. | Ms. Apinya | Chaikul | Committee |
| 3. | Ms. Natamon | Keeratichotigool | Committee |

- Job:** 1. Take photos for the whole activity and keep files.
2. Provide activity information through online channels on the school website.

Finance and Materials Committee

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|----|-------------------|-------------|------------------|
| 1. | Ms. Juthatip | Cheprakov | Chairperson |
| 2. | Ms. Phetcharaporn | Pianprasit | Vice-chairperson |
| 3. | Ms. Yanisa | Watanachote | Committee |

- Job:** 1. Over-see the planning of the budget for any expenses that may be incurred during the activities.
2. Prepare the materials that would be needed by the students in any of the activities planned during the activities.

Evaluation Committee

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|----|-----------------|------------------------|-------------|
| 1. | Ms. Nichapat | Rattanadilok Na Phuket | Chairperson |
| 2. | Ms. Jirarat | Jaturanon | Committee |
| 3. | Mr. Ting – Fong | Tsai | Committee |

- Job:** 1. Design evaluation sheets.
2. Distribute and collect the completed sheets at the end of activity.
3. Summarise evaluation using statistical method.

From this day onward

Issued on the 15 of August 2024

(Signature)



(Ms. Apunchanit Jenjit)

Acting Director of Piboonbumpen Demonstration School
