

Our Lady of the Rosary Primary School

Duties of Office for Parent Council



The Chairperson

- Provides leadership and direction for the Parent Council by working co-operatively and collaboratively with the Principal.
- Promotes the aim of the Parent Council in dealings with its members.
- Supports the executive committee members.
- Presides at all meetings. In the absence of the Chairperson and Deputy Chairperson, the executive committee will elect a person to preside at the meeting.
- Ensures the efficient running of meetings.
- Prepares the agenda in consultation with the executive meeting.
- Ensures that minutes of the previous meeting are endorsed as being an accurate record of what took place.
- Prepares and presents the annual Chairperson's report of the Parent Council.
- A **Deputy Chairperson** can be appointed and assists the Chairperson.

The Secretary

- Manages the day-to-day communications and records of the Parent Council
- Organises meetings, records accurate draft minutes and gets them formalised at the subsequent meeting.
- Receives and deals with correspondence in a manner agreed upon by the executive committee.
- Maintains copies of minutes and such correspondence as is appropriate). Receives agenda items.
- Passes on records, in good order, to the incoming secretary.

The Treasurer

- Is responsible for ensuring that all the financial dealings of the Parent Council are carried out in accordance with clauses 6.3 and 13.) Receives all monies and keeps appropriate financial records.
- Presents, at each general meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance and shall present a bank statement for notation by the president and secretary.
- Organises the annual audit of accounts in accordance with 13.4 and presents the annual financial report of the Parent Council). Passes on records, in good order, to the incoming treasurer.
- The treasurer shall:
 - i. Receive all monies and keep accurate records of all such monies received;
 - ii. issue a receipt for all monies received.
 - iii. obtain and keep receipts for all monies paid from the Parent Council; and
 - iv. without delay bank all monies received intact. No money shall be withdrawn from the said account unless authorised by the Parent Council.
- Prepares each cheque, signs it, attached relevant invoice or other documentation and presents it to a co-signatory for endorsement.
- All books, receipts, vouchers and monthly statements of account shall be made available to the auditors prior to the annual general meeting.

The Diocesan Parent Council Representative:

- Keeps parents informed about Diocesan Parent Council issues.
- Provides written and oral reports to the parents at the parent meetings, and arranges for the distribution of newsletters and other communications to parents.
- Informs the Diocesan Parent Council about your parent concerns and issues.
- Keeps in contact with the school principal and parish priest.
- Attends Diocesan Parent Council Meetings.

The Communications Officer:

- Collates information to be passed on to parents via the school website, Facebook and Twitter accounts
- Conveys up-to-date information about events status via social media.

The Fund Raising Team:

- Coordinate all activities appropriate to the function/activity under their control and in accordance with Parent Council objectives.
- Organise and coordinate the Mother's Day and Father's Day stalls during the Year.
- Organise and coordinate the Easter raffle during the year.
- Ensure the continued communication of progress to the executive. Liaise closely with parents and the executive being receptive to their ideas and opinions.
- Be proactive in raising funds.
- Formulate ideas to present to the executive.

Social Event Team:

- Coordinate activities throughout the year for parents and families to meet together on a social basis.