

ROLES AND RESPONSIBILITIES OF THE PARENT REPRESENTATIVE

The class/parent representative is an important position within the P&F organisation. They act as the conduit between the P&F committee and families as well as an assistant to the successful staging of events within the school as a whole. Below is an outline of the class/parent representative roles and responsibility:

1. P&F class representative is to attend as many meetings as possible. In the event that the class representative is unavailable they are to ensure that they familiarise themselves with the official minutes located on the parent representative Facebook page.
2. Ensure that all important information, due dates and school events are disseminated to their respective classes.
3. Ensure availability to welcome new families into the school.
4. Either bake or buy one dish for the 'Welcome Kindy' morning tea in Term 4 and the Biggest Morning Tea in May OR assign a parent from within their represented classes to assist on their behalf.
5. Assist in years 1-6 slushy days in terms 1 and 4 OR assign a parent from within their represented classes to assist on their behalf..
6. Assist in a minimum of one sausage sizzle per year OR assign a parent from within their represented classes to assist on their behalf.

Ongoing events and their successes are widely due to the hard work and tireless efforts of volunteer parents within the P&F.