**Parent Council Roles**



**Chairperson/Vice-Chairperson**

* Makes sure PC/PTA meetings run smoothly and efficiently; are on time and are run in an inclusive and friendly way.
* Delegates tasks to other members of the group and makes sure these are completed.
* Should make sure all Parent Council/PTA members know they are there to represent *all*the parents in the school.
* Is the spokesperson for the group and liaises with the head teacher/school/local authority.
* Has an important role in the school inspection. (*See SPTC leaflet “School Inspections”*)
* Gives an annual report to the Parent Forum – usually at the AGM.

**Parent Council Roles**



**Secretary**

* Responsible for creating agendas (with appropriate notice) and keeping accurate minutes of all meetings, making these available upon request to any member of the Parent Forum.
* Ensuring meetings are well organised and minuted.
* Maintaining records and administration – these should be kept in a file or storage box to be handed on to the next Secretary.
* If the PC/PTA has charitable status, they should make sure legal requirements are met.
* Handling communication and correspondence.

**Parent Council Roles**



**Treasurer**

* To keep accurate financial records.
* To present a financial report at each Parent Council/PTA meeting.
* Liaising with the bank and holding the cheque book.
* Ensuring the proper counting and banking of money and making approved payments.
* Paying agreed expenses.
* Providing and accounting for cash floats at events.
* Preparing the annual accounts and arranging for someone to check these.
* Others as required

**Parent Council Roles**



**Class Reps**

This is a new role for session 2017/18.

You’d be a link between the Parent Forum (all parents/carers) and the Parent Council, to ensure that the wider voice is heard and included.

Basically, it’s for you to be a face in the playground for other parents from your child’s class, so that you can voice ideas, opinions and/or concerns more easily.

Ideally, we’d have at least one rep for each class, as detailed below:

Nursery – AM

Nursery – PM

P1M

P1D

P2

P2/3

P3

P4

P5

P6

P7

**Class Reps**



Please sign up with your name and contact number if you’d be interested in being a Class rep!

**Nursery AM Nursery PM**

**P1M P1D**

**P2 P2/3**

**P3 P4**

**P5 P6**

**P7**