



BEAUMARIS
NORTH
PRIMARY
SCHOOL

Beaumaris North Primary School

Parents' Club Roles of Committee Members

The following office bearers shall be elected at the Annual General Meeting:

President, Vice President, Minutes Secretary, Treasurer, Correspondence Secretary, School Council Representative, Publicity Representative, School Banking Convenor, Uniform Shop Coordinators, Head Hunters Convenor, Works Committee Representative, Mother's/Father's Day Stall Coordinators, Junior Disco Coordinator, Class Representative Co-ordinator and Fundraising Co-ordinator.

All positions shall be declared open and vacant at the Annual General Meeting.

No person may nominate for any position for longer than two years. However, providing that no other nominations are received for a particular position the members may give the outgoing office-bearer permission to re-nominate for a further term.

PRESIDENT

- To ensure the smooth running of the Parents' Club by liaising with Committee members and the school community.
- Chair the monthly meetings, liaise with Principal and other school committees.
- Assist with any fundraising events and arrange functions involving the assistance of Parents' Club members (ie. New parent evenings, promotion of Parents' Club at school information evenings, Prep Orientation morning teas, etc.)

VICE PRESIDENT

- To assist the President when required with the organization of Parents' Club matters, deputizing at functions if necessary.

SECRETARY

- To take, prepare and distribute minutes of monthly meetings and the AGM and other important information.
- To prepare the Agenda for each meeting.
- To keep an up to date record of annual members.
- To manage the Parents' Club Hotmail account, forwarding on emails as appropriate.

TREASURER

- To present monthly financial reports at Parents' Club meetings, liaising with the school's financial controller regarding our receipts and purchases.

SCHOOL COUNCIL REPRESENTATIVE

- To attend School Council meetings as our representative, raising any matters of concern from Parents' Club members following our meetings.
- To report back to Parents' Club.

PUBLICITY REPRESENTATIVE

- To liaise with the Publicity and Marketing Committee of the (school community) school management team and report back to the Parents' Club.
- To raise and maintain the profile of the Parents' Club within the school community with emphasis on new families to the school.
- To communicate and promote fundraising/social activities and results to the school community.
- To review and prepare information for the Parents' Club webpage to ensure that the profile of the club and activities is maintained.

SCHOOL BANKING CONVENER

- To organize new bank accounts for student's at the start of the year and devise a roster for banking deposits.

UNIFORM SHOP CO-ORDINATORS

- To ensure the smooth running of the Uniform Shop, which is an integral part of our fundraising. With volunteer helpers the uniform shop is open monthly and the co-ordinators ensure there is sufficient stock to fulfill orders.
- To co-ordinate the opening of the Uniform Shop at Prep Orientation and book collection days held in December and January each year.

HEAD HUNTERS CO-ORDINATOR

- To organize a roster and train volunteer helpers to check students for the presence of head lice each term.

WORKS COMMITTEE REPRESENTATIVE

- Attend one Works Committee meeting per month and report back to the Parents' Club.

MOTHER'S/FATHER'S DAY STALL CO-ORDINATORS

- To ensure the smooth running of the Mothers'/Father's Day Stalls each year.
- To source and prepare appropriate stock to sell to student's at a reasonable price enabling a fundraising contribution to Parents' Club.
- To co-ordinate and manage volunteers who assist in the preparation and organization of the stalls.

JUNIOR DISCO CO-ORDINATOR

- To organise the safe and efficient running of the Junior Disco.
 - The event is usually held in Term 3 or 4 with separate sessions for each grade.
 - Choose a date for the event.
 - Obtain permission from the School Council.
 - Negotiate use of the MPR with the Outside School Hours Care Coordinator.
 - Arrange entertainment e.g. a Disco company, for the evening.
 - Secure the services of parents (1 for each session) qualified to provide First Aid to be present – arrange for EpiPen training for them through the School First Aider, if not already trained. This training must be updated yearly.
 - Issue invitations, collect permission forms and money, and issue tickets for the event.
 - Organise parent helpers for the night, offering Class Representative the opportunity first. Three-four helpers per class is suggested for Preps, and two-three per class for Grades 1&2.
 - Allocate tasks for the parent helpers e.g. check in/out, 'Quiet Room', drinks/toilet supervision, door/gate supervision.
 - General supervision on the night and lock up of the area when it is finished.
 - Report back to the Parents' Club.
 - Thank you note in Waves for assistance given by parents.

CLASS REPRESENTATIVE CO-ORDINATOR

- To assist and encourage the teachers in their selection of two Class Representatives at the beginning of the year, then to help coordinate and support Class Representatives throughout the year.
- Class Reps are not expected to do all the support work in the classroom or at school functions, although any input is always gratefully received. The role is in encouraging and supporting the members of the class group to get involved in the school community activities.
- One meeting is held each term. At the meetings, any issues relating to the role of Class Reps are discussed, and information about upcoming school events and class/year level activities is passed on. This information is gained from checking the planner board in the Staff Room and by meeting with the Principal/Assistant, the Business Manager and any other staff who may appreciate the chance to have information about school issues/events more widely publicised.
- Class Reps are encouraged to contact the Coordinator at any time to discuss any issues arising.

GENERAL COMMITTEE MEMBERS

- To provide support to the President, Vice President and other General Committee members to ensure the efficient operation of the Club.