



## Grange Academy Parent Council Role of the Office Bearers

It is good practice to have office bearers in place so that the Parent Council can operate and communicate effectively.

It is law that the chair of a Parent Council must always be a parent/carer with a child at the school. New office bearers should be fully aware of key roles and responsibilities and work as part of the team. It is everyone's responsibility to make the group work and it should not be left to one person to achieve the aims of the committee.

### **The Chairperson's role is to:**

- Guide the Parent Council to achieve its aims.
- Chair the meetings of the Parent Council.
  - **Some duties of the Chairperson include (but not limited to)**
    - work with the Secretary on agenda / meeting arrangements
    - make sure PC meetings run smoothly and efficiently.
    - ensure fair discussion and that everyone has a chance to have their say
    - allocate tasks to other members of the group and makes sure these are completed.
    - ensure all Parent Council members understand they represent all the parents in the school
    - liaise with the headteacher, parent forum and East Ayrshire Council
    - where possible - attend East Ayrshire Council Parent Council Steering Group and report back to Parent Council meetings (where appropriate) – a representative member of the parent council can be appointed to attend in the chairpersons' absence
    - be involved in the HMIE school inspection process
    - to be part of Head Teacher / Deputy Head Teacher recruitment and Interview process (subject to completion of relevant training offered by East Ayrshire Council)
    - create an annual report to the Parent Forum – usually at the AGM

### **The Vice Chairperson's role is to:**

- deputise as chair in the Chairpersons absence
- support the Chairperson, Secretary & Treasurer
- allocate tasks to other members of the group and makes sure these are completed.
- ensure all Parent Council members understand they represent all the parents in the school
- head up subgroups
- where possible - attend East Ayrshire Council Parent Council Steering Group
- to be part of Head Teacher / Deputy Head Teacher recruitment and Interview process (subject to completion of relevant training offered by East Ayrshire Council)

### **The Secretary role is to:**

- support the Chairperson to ensure the smooth running of the PC
- maintain effective communication links between committee members and between the PC and the school
- Send a notice of the meeting, venue, and agenda to all Parent Council members so that they will receive them in good time for the meeting
- ensure meetings are well organised and accurate minutes are recorded
- make sure agendas and minutes are sent out in a timely manner to committee members and the wider parent forum
- maintain good records and administration and keep them secure
- handle communication and correspondence



**The Treasurer role is to:**

- keep accurate financial records
- present a written financial report and evidence of bank balances at each Parent Council meeting
- liaise with the bank and hold the cheque book
- ensure proper cash handling and banking processes are followed
- pay agreed expenses
- prepare the annual accounts and ensure the accounts are independently audited and sign them off before presenting them at the AGM
- provide and account for cash floats at events if appropriate