



## Busby Parent Council Roles & Responsibilities

### Chairperson

To Chair the Parent Council Meetings and AGM.

To be the first point of contact for the Head Teacher in matters regarding the Parent Council.

To lead the Parent Council Committee on decision making in liaison with members of the Parent Council Committee.

To be a point of contact for members of the Parent Forum to raise issues.

To be the point of contact for East Renfrewshire Council

### Vice Chairperson

To Chair the Parent Council Meetings in the absence of the Chairperson.

To support the Chairperson in decision making in liaison with the members of the Parent Council Committee.

To be a point of contact for the Head Teacher in matters regarding the Parent Council.

To be a point of contact for members of the Parent Forum.

### Secretary

To book lets for Parent Council Meetings and other Parent Council events.

To keep accurate minutes of meetings and circulate in a timely manner to the Parent Council Members and Parents Forum members.

To forward minutes of the parent council meetings, minutes of the AGM and a copy of the annual financial report to East Renfrewshire Council.

To prepare draft agendas for Parent Council Meetings in liaison with the Parent Council Committee and Head Teacher and circulate final agendas to the Parent Forum in advance of meetings.

To prepare the annual report for the Charities Commission and liaise with the Treasurer to finalise the annual accounts and submit the report and account to the Charities Commission.

Maintaining records and administration

Handling communication and correspondence.

### Treasurer

To manage the bank account of the Parent Council and keep accurate records (including receipts) of all expenditure and income for the Parent Council.

To prepare and give a report on the accounts at the AGM and to update the accounts at each Parent Council Meeting.

To liaise with the independent auditor for preparation of the annual accounts by providing all financial information with regard to Parent Council activities.

To provide the signed, audited annual accounts to the Secretary for upload to the Charities Commission website in a timely manner.

To prepare floats for Parent Council Events and bank monies following Parent Council Events.

Liaising with the bank and holding the cheque book.

Ensuring the proper counting and banking of money and making approved payments.

### Committee Members

Contribute to decision making for Parent Council events and activities and fundraising events.

To take a lead role in coordinating Parent Council fund raising events in liaison with Parent Council and Parent Forum members.

To be a point of communication to the Parent Council for parents of the school and to be a year group representative.

### Fundraising committee

The fundraising committee will look to manage/work with parent volunteers to organise Parent Council events.

Members may be asked to help plan, run, recruit volunteers or keep financial record of fundraising income/budgets for events (e.g. Halloween disco, Christmas & summer fayres)

### Class Rep

To act as a representative for parents in their child's class, passing on comments and suggestions from parents in the year group and giving feedback back from the Parent Council via Facebook, email and notes in bags.