

# BUSBY PARENT COUNCIL

## COMMITTEE ROLES

### CHAIRPERSON

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- Chair Parent Council meetings and AGM,
- Act as first point of contact with Head Teacher and East Ren Council for PC matters,
- Lead PC committee on decision making in liaison with members of PC committee,
- Point of contact for members of parent forum.

### VICE CHAIRPERSON

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- Chair PC meetings in Chair's absence,
- Support Chair in decision making in liaison with members of PC committee,
- To be an additional point of contact with Head Teacher for PC matters,
- Point of contact for members of parent forum.

### SECRETARY

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- Book lets for PC meetings and events,
- Keep accurate minutes of PC meetings and circulate to PC committee and forum in a timely manner. Forward these and annual financial report to East Ren Council,
- Prepare draft agendas for PC meetings in liaison with committee and Head Teacher. Circulate final agenda to parent forum in advance.
- Prepare and submit annual report for Charities Commission (inc. liaising with Treasurer to finalise annual accounts),
- Maintain records, handle correspondence, admin.

### TREASURER

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- Manage PC bank account and keep accurate records (inc receipts) of PC expenditure and income,
- Prepare and give report on accounts at AGM and PC meetings,
- Liaise with independant auditor for preperation of annual accounts, providing all financial info relating to PC activites,
- Provide signed, audited annual accounts to Secretary for Charities Commission in a timely manner,
- Prepare floats for PC events and bank money after events,
- Liaise with bank and hold chequebook,
- Ensure proper counting and banking of money, making approved payments.

### COMMITTEE MEMBERS

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- Contribute to decision making for PC activities, events and fundraising events,
- Take a lead role in coordinating PC fundraising events in liaison with PC, fundraising committee and parent forum,
- To be a point of communication to the PC for parent forum.



All roles require attendance at most Parent Council meetings and assisting at events.

Registered charity SC044512.