

<b>JOB</b>	<b>RESPONSIBILITIES</b>	<b>VOLUNTEERS</b>
Chair	Chair meetings; liaise with Head Teacher generally; prepare agendas in conjunction with school; attend ERC PC Chair forum meetings (3 per annum); respond to enquiries from parents; record attendance; circulate minutes and agenda; deal with any relevant consultation issues	Cationa Bark Fiona Harkess
Vice chair	Share above duties with Chair and/or take some of roles noted below eg news contact	Annmarie
Minute takers	1 volunteer to take minutes for each meeting (4-6 meetings)	Emma
Grants and awards	1 volunteer minimum to review current landscape for grants and identify opportunities	
Communications	2 volunteer to monitor school comms and post updates / requests / meeting dates / info/ review newsletters from SCES / NPF / Connect to assess if there are relevant issues and send round as necessary/ Facebook/ Twitter.	Fiona Harkess Catriona Bark
Equalities rep	1 volunteer to attend ERC equalities forum meetings (roughly 3 a year) or organise others to do so – report back on any relevant issues / actions	Claire
PSA liaison	1 volunteer to keep in touch with PSA developments (ideally a member of both)	
Playground	Volunteers to join existing group of 2 to assist with design / implementation of playground improvements and help organise family action days	Emma
Lost Property/Uniform		Annmarie/Fiona/Catriona