



Parents and Carers of Kirkcaldy High (PACK)

Office Bearer Roles

Chair

The main roles of a chairperson:

- Act as the spokesperson for the group and liaise with the headteacher/school/local authority where appropriate regarding issues raised by parents and carers throughout the year. The Headteacher is an advisor to the Parents and Carers of Kirkcaldy High (PACK), previously known as Parent Council.
- Have control of PACK email address and answer any queries as they arise.
- Work with Headteacher to set agenda for PACK meetings, including an update on actions set at previous meetings. An email at least 2 weeks prior will be sent out to all parents and carers asking if they would like anything specific added to the agenda.
- Chair meetings (1 per term and AGM), ensuring they run in an inclusive and friendly way and on time.
- Liaise with other office bearers to discuss PACK business.
- Approve minutes of meetings before being distributed.
- Be involved in recruiting senior posts in the school – PACK (perhaps by delegating to, or in partnership with, other PACK members).

Vice Chair

Assist Chair with any of the above roles and step in where Chair cannot be present.

Secretary

- Support the Chair with setting the agenda and a reminder of any actions that were set at previous meetings.
- Ensure PACK members are aware their names will be included in the minutes and noted against action points. Other people attending the meeting should also be informed their names will be included in the minutes. If anyone requests anonymity, initials could be used.
- Take accurate minutes of the meeting and record the key points and any decisions and actions required by a particular person(s).
- As soon as possible prepare a draft of the minutes and share these for feedback with the Chair. The Chair may then share them with the Headteacher for an accuracy check and courtesy before wider circulation to all parents and carers.