



Stapolin Education Together National School Parents Association

ROLES OF THE PARENTS' ASSOCIATION COMMITTEE

CHAIRPERSON

Among other, the most important tasks are:

- Chairing meetings
- Helping the committee to have a clear vision and clear goals
- Keeping the work of the Parent Association to agreed targets
- Ensuring all members are respected, listened to and are encouraged to have their say
- Facilitating people to work well together ensuring that the work of the committee is shared
- Reviewing the work of the committee
- Ensure that all decisions are taken democratically and with respect for everyone's opinions

SECRETARY

Among other, the most important tasks are:

- Take minutes at each meeting
- File all correspondence and minutes safely
- Minutes should be brief and should be a record of decisions made and actions to be taken; they may also record a brief outline of issues discussed
- Agree the agenda for committee meetings with the Chairperson
- Make sure all committee members have the agenda prior to the meetings so they can be adequately prepared
- Appropriately administer incoming and outgoing correspondence
- Assist the Chairperson with clarification of decisions made at meetings

TREASURER

Among others, the most important tasks are:

- Lodge and record all financial transactions
- Manage and maintain books/record of income and expenditure
- Give monthly reports on the Parent Association finances to the Parent Association committee
- Issue receipts for all financial transactions
- Ensure that the committee has the necessary information to understand the Parent Association's financial needs
- Advise on how the resources can best be used to fulfil the aims and work plan of the committee
- Liaise with a bank or other financial institutions on behalf of the Parent Association

CLASS REPRESENTATIVES

Among others, the most important tasks are:

- Bring forward any information parents have brought them regarding their specific class
- Communicate with parents regarding the decisions taken by the Committee