

Parent Council Roles

CHAIR

- Chair the monthly PC meetings
- Liaise with Secretary and Head Teacher throughout the year regarding any important communications/ agenda for meetings
- Help with monitoring of mailbox and social media
- Attend 4 South Ayrshire Parent Council Chairs meetings - linking with other schools and Council representatives.
- If required, PC members can be asked to sit on interview panels for head and depute head teacher's interviews
- Annual Report at AGM (quick speech on year).
- Attendance at various events - Prize Giving/ School Shows etc representing the Parent Council.

VICECHAIR

- Any of the above in the chair's absence.

SECRETARY

- Liaises with Headteacher and chair regarding important communications between meetings and to set agenda
- Sends out meeting invitations, minutes and agenda to all council members and to any forum members who request to join meetings
- Manages emails and social media
- (MINUTES OF MEETINGS ARE DEALT WITH BY A PAID MINUTE SECRETARY)

TREASURER

- Manages finances for Parent Council and any planned PC events
- Organises the annual audit for the AGM
- Report given at AGM