

The Chairperson

The role of the Chairperson is to:

Lead and guide the Committee in planning and delivering on activities.

Ensure that everyone has a clear understanding of their roles within the Committee.

Work closely with the Secretary to plan the Committee meetings and agendas.

Chair Committee meetings ensuring they start and finish at agreed times.

Ensure that all members are respected, listened to and are encouraged to have their say and that the work of the Committee is delegated fairly.

Ensure that the minutes of Committee meetings are an accurate reflection of the meetings, the decisions made and that the minutes are signed, dated and filed.

Keep the work of the Parent Association to agreed targets and review the work of the Committee regularly.

Represent the Parent Association at events and where necessary correspond on behalf of the Parent Association.

Be the National Parents Council Primary contact person.

Ensure that any correspondence on behalf the Parent Association is discussed with the school principal.

Organise a meeting with all the class reps and the Committee at the start of the school year to ensure that the reps know the Committee members and where to go for answers to parent queries.

Foster good working relationships between the Parent Association, the school management and the Board of Management.

Present a report on the annual activities at the AGM.

Chair the AGM.

Ensure that at the end of term of office all relevant documentation is passed on to the incoming Chairperson.

The Vice Chairperson role is to assist the Chairperson.

The Secretary

The role of the Secretary is to:

Agree the agenda for committee meetings with the Chairperson

Circulate agenda and content information to all committee members well in advance of the committee meetings.

Take minutes at each meeting recording all decisions taken and action points and circulate these minutes to committee members for feedback.

Ensure that the minutes of previous meetings are approved at the next meeting, signed by the chairperson and filed as an accurate summary of the meeting.

Update at each meeting the status of ongoing action points ensuring that all actions are carried forward until resolved.

Manage the correspondence to and from the parentsatcarysfortns email address ensuring that all queries are answered and dealt with on a timely basis. Ensure that the Committee is made aware of issues raised on this email address at the monthly meeting. Confirm at the monthly meeting whether there has been any correspondence.

Manage correspondence to and from the Association with the communications officer and chairperson.

Take or obtain minutes of sub committee meetings and ensure these minutes are circulated to committee members for their information.

Ensure that the notification for the AGM is sent out on time.

Ensure that the prior year AGM minutes are approved at the AGM.

Ensure that any elections of officers at the AGM or committee meetings are nominated, seconded and approved by a majority of the members attending.

Ensure that the election of officers is completed in accordance with the constitution of the PA i.e. by the first meeting after the AGM.

Deal appropriately with any notification from members of amendments to the Constitution.

Ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary.

The Treasurer

The role of the Treasurer is to:

Properly manage the finances of the Parent Association.

Record all financial transactions and ensure all incoming funds are lodged to the bank account.

Keep up to date records of all income and expenditure.

Issue receipts for all outgoing financial transactions and ensure that all spend is appropriate and necessary for the purposes of the Association.

Manage a petty cash float.

Liaise with a bank or other financial institutions on behalf of the Parent Association.

Ensure there is a review of the financial accounts by two auditors at the end of the school year.

Present an audited account of the year's income and expenditure at the Parent Association AGM.

Submit a copy of the financial accounts to the Board of Management for their information.

Maintain a float of €5,000 annually and ensure that any surplus funds are handed over to the Board of Management for use in accordance with the fundraising purpose.

Ensure that the fundraising done on behalf of the Board of Management is handed to the school for their use on a timely basis.

Ensure that there are two signatories of Association members on the bank account at all times.

Ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer.

Note – all incoming funds should be lodged to the PA bank account. All outgoings should be paid by cheque or out of petty cash on foot of a receipt. Thus a full record of all transactions is kept.

It is not policy to net incomings and outgoings of an event where practical.

Education Officer

Ensure that the Parent Association is affiliated to the National Parents Council Primary.

Ensure that Chairperson, Committee and members of the Association are made aware of developments in educational issues.

Ensure that the Parent Association is kept abreast of relevant circulars or updates from the Department of Education.

Ensure that where relevant parents are made aware of significant changes in the curriculum.

Ensure that the Parent Association provides educational talks to the parents. These talks should be topical and relevant.

Keep the Parent Association abreast of relevant websites, apps and technologies of educational and behavioural interest.

When appropriate organise information on post primary education to assist parents in the decision on post primary education.

Give a handover of information to the incoming education officer.

Communication Officer

The role of the communication officer is to:

Manage the technical and content of communication by the Association.

Liaise with the content writers on the newsletters and ensure that all newsletters are circulated to the Committee in advance of being approved by the Chairperson.

Liaise with any event owners to approve any posters or other promotional material for events.

Ensure that the Parent Association noticeboards in the school are kept up to date with relevant content and information.

Liaise with the class reps and the school to ensure that the reps have their parent lists of numbers and email addresses and are up to date with changes in parents.

Appropriately administer incoming and outgoing correspondence ensuring that all outgoing correspondence is discussed with the Chairperson and Secretary.

Keep an up to date listing of all Committee members and Class reps and circulate changes to all committee and reps.

Liaise with event coordinators within a month of events being held to ensure that the event document in google docs is properly updated.

Manage google docs and ensure proper filing of all documents.

Work with the Event Officer to ensure that all upcoming events are properly notified on the Parent Association notice boards.

Handover to the incoming communications officer

Event Officer/Volunteer Coordinator.

The role of the event officer is to:

Ensure that all events planned by the Committee are delegated so that each event has an owner.

Liaise with the communications officer to ensure that the Parent Association notice boards are kept up to date with relevant posters about upcoming events.

Ensure that each event planned is included in the monthly newsletter with up to date contact for volunteering.

Ensure that requests for volunteers are sent out on a timely basis and that the lists of names and numbers are forwarded to the event owner well in advance of the event.

Ensure that all event owners are briefed in time with the event document and that they have all the relevant information/contacts to run an event.

Keep a summary of all events held and provide a summary of the events at the monthly Committee meeting.

Keep a summary of all events planned and highlight any gaps in volunteering well in advance.

Ensure that after events the Committee thank you notes, emails are sent within a week of the event.

Ensure that after the event a debrief of the event document is done with the event owner so that the document in google docs is updated with any relevant changes.

Ensure that at the end of term of office all relevant documentation is passed on to the incoming Event Officer.