

## **Parent Council Roles (Office Bearers)**

Below are some simple descriptions of the roles of each Office Bearer in a Parent Council. If required, more than one person can do each role and if you do not have a nominated Chairperson it can be a different Parent Council member for each meeting.

### **Chairperson**

The main tasks for a chairperson are to:

- Consult with the Headteacher re meeting dates
- Ask the secretary to put out the agenda and minutes
- Run the meetings and try to keep the agenda moving
- Ensure all discussion at the Parent Council is relevant and appropriate
- Link with the Local Authority rep – Christine McLennan, ESO: Parental Engagement
- Give a yearly update of work at the AGM

### **Secretary**

The main tasks a secretary/clerk does are to:

- Send out the emails with the agenda and the minutes (often arranged through school)
- Request the Headteacher's report if it is being circulated in advance of the meeting
- Take the minutes of the meetings

### **Treasurer**

The main tasks a treasurer has are:

- To keep accurate financial records.
- To present a written financial report and evidence of bank balances at each Parent Council meeting.
- Liaising with the bank and holding the cheque book.
- Ensuring the proper counting and banking of money and making approved payments.
- Providing cash floats at events.
- Preparing the annual accounts and arranging for someone independent to check and sign them off before presenting them at the AGM.