

# Inverurie Academy Parent Council

## Office Bearer

### Duties and Responsibilities

#### Chairperson

The Parent Council should always be chaired by a member of the Parent Forum. The success of a meeting can depend upon how it is chaired but remember, the Chairperson is the person who makes sure things get done; not the person who does everything.

There are two basic jobs the Chairperson should do:

- a) Guide the Parent Council to achieve its aims
- b) Chair the meetings of the Parent Council

The Chairperson shall have the following responsibilities:

- (a) To liaise with the Secretary on the agenda and meeting arrangements. Welcome members and introduce guests. Ensure fair discussion and that everyone gets a chance to have their say. Stop anyone taking over or dominating discussions. Get through the agenda on time. Sum up issues, points and decisions. Ensure decisions are carried out. Work with the Treasurer to ensure that proper financial accounts are prepared for meetings, including the Annual General Meeting
- (b) To represent the Parent Council or designate an official representative at any official function
- (c) To ensure that all Parent Council business meets the requirements outlined in the Constitution
- (d) To facilitate decision making by the Parent Council
- (e) To be the official spokesperson of the Parent Council
- (f) To maintain regular contact with the school to collect mail, information pertinent to Parent Council business etc and
- (g) To provide guidance to sub-committees as required

#### Vice-Chair

The Vice-Chair shall have the following responsibilities:

- (a) To assist the Chairperson and to assume the duties of the Chairperson in his or her absence

## **Secretary**

The Secretary shall have the following responsibilities:

- (a) To make arrangements for Parent Council meetings and prepare an Agenda in consultation with the Chairperson
- (b) To send a notice of the meeting, venue and Agenda to all Parent Forum members so that they receive them in good time for each meeting. Agendas should be sent out for all meetings even if they are held at the same time and place each time
- (c) To keep a record of everyone attending the meeting and any apologies for absence
- (d) To record in typed format and make available to attending members the Minutes of all meetings of the Parent Council
- (e) To arrange for Minutes to be posted on the School's website after meetings
- (f) To assume correspondence duties as required

## **Treasurer**

The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money.

The Treasurer shall have the following responsibilities:

- (a) To have a clear and accurate book-keeping system that records any money received and how the money is spent
- (b) To maintain the bank account. It is good financial practice to require two out of four of the Officers' or Head Teacher's signatures on cheques to allow any money to be withdrawn or spent
- (c) To produce a report for each meeting stating money paid into, or out of, the account since the last meeting. Advise on the amount of money available for the Council's work and warn of excess expenditure
- (d) To arrange for the year's accounts to be independently checked (audited) and agreed with the Chairperson prior to the Parent Council Annual General Meeting (AGM). The Treasurer should present the audited financial statement at the AGM and answer any questions on the accounts

## **The Head Teacher**

The Head Teacher "has a right and a duty to attend meetings of the Parent Council, or to be represented" (Scottish Schools Parental Involvement Act, 2006)

- (a) The Head Teacher's primary role is to act as the Local Authority's advisor to the Parent Council. The Head Teacher advises on issues relating to the work of the school and what it does to involve parents. The Head Teacher can also advise on general educational issues of interest to the Parent Council
- (b) The Head Teacher is not a member of the Parent Council. The Head Teacher does not have a vote
- (c) The Head Teacher's report should be a standing item on the Agenda for each Parent Council meeting. The Head Teacher report should normally include (not an exhaustive list)
  - general news update
  - school role and school staffing changes
  - finance report
  - new policies or procedures for Parent Council consultation
  - opportunities to discuss general school issues/any other relevant business

### **Fundraising Co-ordinator**

The Co-ordinator shall have the following responsibilities:

- (a) Contact point for all aspects of an event
- (b) Pull together a group of volunteers to arrange the event from members of the Parent Forum
- (c) Arrange planning meetings and keep everyone informed of progress
- (d) Promote events PC website
- (e) Liaison with outside suppliers/Treasurer/school

### **Social Media Administrator**

This role is responsible for:

- (a) Maintaining the "Parent Forum Inverurie Academy" Facebook page by sharing information with members of the Parent Forum
- (b) Advertising Parent Council meetings
- (c) Requesting items for the Agenda are submitted using a private message sent to the Administrators