Roles and Responsibilities

Aims and Objectives

to contribute to the wellbeing of The Hutchins School community

to encourage the participation of all parents in the life of the school and the education of their sons

to provide opportunities for all parents of students of the school to discuss issues concerned with the welfare and the general education policy of the school and to assist in the development of a shared parent view

to contribute to proposals on school policy and other educational issues to the school council

to provide opportunities for parents to get to know each other and to be

to provide information for parents to extend their understanding of school issues to work in cooperation with the school Board, Foundation, Old Boys and the Headmaster

to raise funds for the benefit of the school resources.

The Executive positions are:

President

Vice President

Secretary

Treasurer

There needs to be a minimum of four General (committee) Members, preferably to represent each division of the school: ELC, Junior School, Middle School and Senior School.

President

- 1. Attend Meetings
- 2. Chair PA meetings Follow proper meeting protocol, including:

Manage the flow of the meeting

Try and keep meetings as short as possible

Allow all members to have a say

Keep meetings positive and running smoothly

- 3. Act as a conduit between the Association and the Headmaster to raise issues that are relevant to the School and PA
- 4. Establish and maintain relationships with PA members as well as other members of the school community (parents, grandparents, etc)
- 5. Guide the association in a unified manner to meet goals and targets that we have set
- 6. Attend school events and act as representative for the Association at nominated school events
- 7. Prepare meeting agendas for the secretary and approve minutes from meetings
- 8. Is the conduit between the Association and the Headmaster, as well as other school representatives

- 7. Maintain files of legal documents as required
- 8. Respond to general duties as directed by the committee, President or school Headmaster.

9.

10. calendar to

General Members (4)

- 1. Represents one of the four areas of the school BLC, JS, MS, SS
- 2. Provides support through active involvement and/or coordination of Parent Association events
- 3. Assists with the organisation of volunteers
- 4. Communicates with the school
- 5. Liaise with any local authorities if required