



St Augustine's

PRIORY

Parents' Committee (PC) Member Role Description

The role of a PC member is to lead or co-lead school fundraising and social events. We hope it will be a fun and enjoyable experience and that members can choose their level of involvement.

Each member should share the co-ordination role of one or two events per year, or be fully active in helping at most events.

The roles available are:

- Chairman (1) – to be rotated each year in September
- Treasurer (2)
- Secretary (1) – main role is to take minutes at termly meetings
- Coordinators (up to 12)
- Active Helpers (approx. 2)

New members would ideally 'shadow' one event in their first year of office, aiming to share the co-ordination by the second year.

Events: Members are expected to attend a planning meeting for each event and be available on the day of each event to help. They can also take on specific tasks within the event.

Meetings: Members are expected to attend two evening meetings per term: one with just the committee plus a School representative, one with all Class reps. Apologies for absence should be sent in advance to the Chairperson ahead of the meeting. In general absent members should accept decisions agreed at meetings.

The aim of the PC is to fundraise for specified projects which will benefit most of the school. The projects should be agreed by the group and communicated to the rest of the parent body. There will be an Annual General Meeting (AGM) when all parents can give their input.

The main events aim to be enjoyable but also raise significant sums of money (over £500). Events which are beneficial to the school community but only raise small amounts or break even can still be run but we need to have clear objectives defined for such events.

Main Events: (priority is given to these)

Fireworks Night	October
Xmas Fair	December
Quiz Night	Flexible
Summer event	June/July

Extra events (to be run if sufficient volunteers available)

Craft fayre

Dec / April

Allotment / fruit picking

Sept / Oct

Cake sales

throughout the year

To run all of these would require 12 co-ordinators. The schedule for event co-ordinators is to be agreed each September for that academic year.

*However, please bear in mind that if the **workload is not fairly shared** it puts an unreasonable burden on other members. If we do not have enough co-ordinators then we will have to cancel events rather than be overstretched.*