

The role of the Treasurer:

1. To attend all of the meetings of the Parent Council where possible, otherwise inform the chair.
2. To regularly feedback to the Parent Council meetings regarding the financial position.
3. Balance bank statement, keep records of all the money raised and spent by the Parent Council and sub groups.
4. If possible, be a member of the fundraising sub group.
5. To bank any money raised by sub groups promptly and accurately.
6. Pass books over at year-end in order to have them audited by a third party.
7. To provide an annual financial report at the AGM.

The role of the Chair:

1. To chair the meetings of the Parent Council.
2. To set the agenda for the meetings in consultation with the Parent Council members and the head teacher.
3. To distribute the agenda to the secretary.
4. To monitor the Parent Council and ensure that allocated jobs are being carried out.
5. To liaise with the Education Authority regarding the running of the Parent Council.
6. To inform the Education Authority and members of the local council of the Parent Council meetings.