

Arnage School Parent Council 19/20 Office Bearers



Sarah Christie
The Chairperson

The Parent Council should always be chaired by a member of the Parent Council. 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 and objectives
- b) Chair the meetings of the Parent Council

Some of the duties of the Chairperson are as follows;

- 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 | actions are carried out
- Work with the Treasurer to ensure that proper financial accounts are prepared, including the Annual General Meeting



Eleanor Morris
The Secretary

The Secretary plays an important role in supporting communication between Parent Council members themselves and between the Parent Forum and the Parent Council.

Some of the duties of the Secretary are as follows;

- Make arrangements for meetings and prepare an agenda in consultation with the Chairperson
- Send notice of the meeting, venue and agenda to all Parent Council Members so that they will receive them in good time for the meeting.
- Keep a record of everyone attending the meeting and any apologies for absence.
- Take a minute of meetings, recording decisions and actions to be taken and by whom.
- Provide minutes for all Parent Council members prior to or at meetings



Marion Morrison
The Treasurer

Every Parent Council that intends to raise money should make sure a Treasurer is appointed to handle the money coming in and going out the group. The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of the money.

Some of the duties of the Treasurer are as follows;

- Having a clear and accurate book-keeping system that records any money received and how the money is spent
- Maintaining the bank account
- Producing a report for each meeting stating money paid into, or out of, the account since the last meeting
- Advice on the amount of money available for the groups work and warn of excess expenditure