

Office Bearer Roles

CHAIR

- The Chair is the person who makes sure things get done; not the person who does everything
- Their basic jobs are 1) to guide the PC to achieve its aims
2) to chair the meetings of the Parent Council
- To set the agenda for meetings, the vision and targets for the Sub- and Working groups and to ensure fair discussion and participation by everyone at meetings and in the wider Parent Forum

VICE CHAIR

- To support the Chair in being responsible for ensuring effective functioning of the Parent Council and its external relationships, by keeping it focused on the PC's core functions
- To deputise for the Chair at meetings of the full Council and/or its Sub-groups and BHS events
- To delegate functions to any PC member by identifying and working with the leaders to agree the role and operational function of the Working Parties and Sub-groups

ADMINISTRATOR

- To support the Chair in administrative matters, formulating and distributing information
- To collect and distribute relevant documents in preparation for Parent Council meetings

TREASURER

- To manage the Parent Council accounts
- To report at each meeting, income and expenditure since the last meeting
- To produce an Annual Report for the AGM

MINUTE TAKER

- To take minutes at each Parent Council meeting, in standard format and include current action list
- To circulate minutes to the Chair for checking and subsequently to the meeting attendees for verification
- To update minutes with any changes and submit as 'Draft Minutes' to the Administrator to be included with papers for the next meeting