



ST MARTIN OF TOURS
PARENTS AND FRIENDS
ASSOCIATION

ST MARTIN OF TOURS SCHOOL

PARENTS AND FRIENDS' ASSOCIATION

COMMITTEE POSITION DESCRIPTION

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|----------------------------|--|
| Committee Position: | Class Parent Representative Co-Ordinator |
| Level on Committee: | General Committee |
| Reports To: | PFA Committee |

Description of Duties

1. Co-Ordinate Class Parent Representatives List ensuring each class has at least one Representative and connect Representatives with fellow Representatives in their year level
2. At the start of each year provide Class Parent Representatives with an 'Information Pack', which includes:
 1. Teachers' Birthdates
 2. Mass Dates (incl. Reconciliation, Eucharist, Confirmation)
 3. Friday Night Dinner dates
 4. Welcome Note for Parents of a class
3. Organise an Information Session for Class Representatives
4. Oversee the organisation of Friday Night/Year Level Dinners. Ensure that any agreements/contracts made with venues, caterers or other third parties are authorised and/or signed by the School Principal.
5. Be the main point of contact throughout the year for messages to go out to Class Representatives
6. Co-Ordinate Class Representatives with Request Letter for the following year:
 - Preps at their Welcome Dinner
 - Other Classes on change over day

N.B – Year 6 Graduation/End of Year celebrations are organised by the School. The School will liaise with Year 6 Class Representatives if assistance is required for these events.

Additional Comments

A copy of all template files are to be held with the PFA Secretary.

| Office Bearer | Term in Role |
|-------------------------------|---------------------|
| Bianca Sgambati & Jenni Henry | 2017-2018 |
| Bianca Sgambati & Anna Byrom | 2019- |

| Document Control | |
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