

Notes as guidelines on roles

Role of Chairperson

1. The Chairperson leads and directs the Committee in the planning and execution of its activities, all through the medium of Irish. The role of Chairperson includes the following:

- Acting as Chair at the Committee's monthly meetings;
- Acting as Chair at any extraordinary general meeting during the year;
- Acting as Chair at the Annual General Meeting;
- Helping with the Committee to set out its vision and clear objectives;
- Ensuring that each committee member has input into the Committee's affairs – in written form and orally – and that respect is given to each committee member's opinions, input and recommendations;
- Acting as coordinator for Committee events;
- Ensuring that each person understands their role;
- Ensuring that responsibilities are shared equally among Committee members;
- Attending sub-committee meetings when possible;
- Acting as a member of sub-committees;
- Ensuring that a translation to English is provided to Committee members who request such translation.

2. The Chairperson works closely with the Committee Secretary to plan agendas and meetings, including sending correspondence and matters arising in advance.

- Ensuring that the minutes for each meeting are signed, dated and kept safely.
- Ensuring that each decision is made democratically and with respect for the opinion of all.
- Ensuring that each member understands proceedings with the provision of a translation to English if necessary.
- Ensuring the complete protection of personal contact details given by school parents who allow such details to be shared with the Committee, and for that purpose only.
- Ensuring that each committee member destroys the contact details when the Committee's term has ended. Former Committee members have no use for such details.

3. The Chairperson is in regular contact with school authorities on behalf of the Committee to organise events and to clarify dates at the start of the year (as far as is practicable).

4. The Chairperson contacts the school in relation to adding Committee events to the newsletter.

5. The Chairperson speaks on behalf of the Committee and on behalf of the Parents' Association at relevant major events in the life of the school. These include:

- Information and social nights for new parents in the Infant classes (approximately September and April);
- Reception in the school after the First Communion in May;
- The Awarding of Graduation Certificates at the end of June.

6. The outgoing Chairperson ensures that all relevant information is passed on to the incoming Chairperson.

7. When the Chairperson is not present at a meeting or at an event at which the Chairperson presides as Chair, the Deputy Chairperson shall undertake the responsibility of Chairperson.

Role of Secretary

1. The Secretary takes the minutes, in Irish, at each committee meeting. Such minutes shall be brief and record the decisions made and the activities decided. A brief report may be given on matters discussed.

2. The Secretary works with the Chairperson to assemble an agenda for each meeting and ensures that this is received, along with notice of the meeting, by each committee member at least one week before the next meeting.

3. Correspondence is received by the Committee through a number of channels and from a number of sources each month. The Secretary ensures to share this with the Chairperson for the purposes of effective planning for meetings.

4. The Secretary shares minutes with all Committee members, including *ex-officio* members.

5. The Secretary helps the Chairperson to clarify any decisions made.

6. The Secretary, in conjunction with the Chairperson, keeps the Parents' contact details safe and confidential. These are destroyed at the end of that Committee's term.

7. The Secretary shall share all communication from the Committee via email which is the Committee's official method of communication.

8. The Secretary may function on sub-Committees.

9. When necessary, the Secretary provides translation to English of official communication from the Committee.

10. When the Secretary shall resign, he/she will ensure that all relevant information is passed to the newly-elected/-appointed Secretary.

11. When the Secretary is not present at a meeting or at an event at which the Secretary presides as Chair, the Deputy Secretary shall undertake the responsibility of Secretary.

Role of Treasurer

1. The Treasurer shall lodge and record each financial transaction.

2. The Treasurer shall execute administration and management of income and expenditure.

3. The Treasurer shall provide the Committee with a monthly report on the

financial affairs of the Parents' Association.

4. The Treasurer shall provide a receipt for each financial transaction.
5. The Treasurer provide any information needed by the Committee so that the Parents' Association's financial requirements are understood.
6. The Treasurer shall liaise with the bank and/or with financial institutions on behalf of the Parents' Association.
7. The Treasurer shall provide a complete account of the year's income and expenditure at the Parents' Association's Annual General Meeting. The Board of Management is also supplied with a copy.
8. Upon the resignation of the Treasurer, he/she shall pass on all information to the newly-appointed/-elected Treasurer.
9. When the Treasurer is not present at a meeting or at an event at which the treasurer presides, the Deputy Treasurer shall undertake the responsibility of Treasurer.
10. Accounts shall be kept in Irish.

Role of Year Representative

1. The Year Representative shall sit on the Committee for the duration of one year – from AGM to AGM. Representatives may put their name forward for a second year.
2. Only parents of the relevant year may vote for the Year Representative.
3. Year Representatives also sit on sub-committees for the duration of one year.
4. Year Representatives attend Committee meetings.
5. The representative keeps a list of contact details for parents of that year and keeps these details for the duration during which they sit as Representative. The list is subsequently destroyed.
6. The Year Representative shares via email any relevant information from the Committee when the Secretary or Chairperson sends such information to the Representative. This is the Committee's official medium of communication. Information from the National Parents' Council is also disseminated in this manner.
7. If the Year Representative wishes to establish a WhatsApp group, permission must first be sought from each parent via email to use the the telephone number for such purpose.
8. Traditionally, the relevant year group organises the Committee's events in the school. It is expected that the Year Representative shall function as a liaison with the year and with the Committee in the organisation of these events.
9. Each Representative is in charge of the Year's communication affairs in the organisation of that year's Sports Day and Year Races (in conjunction with a team of fellow-parents from that year).

10. The Year Representative is not obligated to organise gifts for the school staff, although the Representative or any other parent in the class may do so. The Parents' Committee give the school staff tokens of recognition agreed each year.

11. In the case of a Year Representative unable to function in that role on the Parents' Committee before the expiry of the Representative's term, the Committee shall recruit and co-opt the new Representative.