**St. John’s Primary School Parent Council Official Roles**

Our Parent Council has five Official roles that require to be filled at the Annual General Meeting at the start of the school year.  Any Parent/Carer with a child at the school is eligible (through attendance at the PC meetings) to become a General Member of the PC and to take on these roles. You may nominate yourself or be nominated by another PC Member.  A summary of the five Official roles is below:

**PC Chair - Currently held by Jennifer Scott (final year -leaving June 2023)**

* The main link that liaises with the Head Teacher and Local Authority.
* To be aware of issues, concerns and ideas raised by Parents / Carers and ensure these are raised at the PC meetings or dealt with in the appropriate forum.
* To ensure PC events run smoothly, have the required volunteers and reach their aim.
* To write, gain Head Teacher approval, issue and present (at the AGM) the PC Annual Report.
* To set the Agenda for the PC meetings and to pass to the Secretary for distribution.
* To chair the PC meetings ; sum up issues, points and decisions, ensuring all have a voice.
* To ensure decisions and actions are carried out and funds are distributed/used as agreed.
* To raise awareness of the role and requirements of the PC and to be visible and approachable to all parents.
* To provide information about the PC to new P1 parents- written and by attending intake events.

**PC Vice Chair - VACANT**

* Stands in for the Chair and supports the chair with their role and duties.
* Shadows the Chair in preparation for potentially taking on the role the following year.

**PC Secretary - LISA**

* Supports the Chair.
* Issues timeous notice of PC meetings, agenda and Head Teacher’s Report to all PC members.
* Records meeting attendees (and contact emails) and any apologies for absence.
* Takes a minute of meetings, recording decisions and actions to be taken and by whom.
* Provides minutes for all PC members prior to or at a meeting.
* Handles and deals with all correspondence alongside the Chair.
* Issues requests for volunteer help for various PC events.

**PC Treasurer - VACANT**

* To keep accurate financial records.
* To present a financial report at each Parent Council meeting.
* Liaising with the bank and holding the chequebook.
* Ensuring the proper counting and banking of money and making approved payments.
* Providing and accounting for cash floats at events.
* Preparing the annual accounts and arranging for someone to check these before the AGM.
* Purchasing bulk items from the Cash & Carry for PC events.

**PC Web Secretary - Alan - (final year - leaving June 2023)**

* Administer the St. John’s Primary School Parent Council/Forum Facebook Page: https://www.facebook.com/groups/StJohnsPrimarySchoolHamiltonParentCouncil/
* Ensure relevant and timeous content updates to the PC sections of the St. John’s PS website:  http://st-johns-hamilton-pri.s-lanark.sch.uk/parent-council/
* Review and advise on any Apps the school may be looking to use
* Provide input to any re-design of school website
* Occasionally assist the school senior management team with website/twitter queries
* Review website usage statistics and report to School Senior Management Team