

# Friends of Maud School Parent Council

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Unfortunately, we have to announce that Kath O'Connor has resigned from her position as Secretary of the Parent Council. We would like to thank her for her work and time dedicated to the committee. Kath has taken on additional work which has meant she is unable to commit as much time as she feels necessary to fulfil the role.

The role of secretary is a key role essential to the running of the parent council. The main role is to support the Chairperson to ensure the smooth running of the PC and to maintain effective communication between committee members and between the Parent Council and School. The role also includes:

- Ensuring meetings are well organised and minuted.
- Maintaining records and administration which is kept in a file and handed on to the next secretary after AGMs.
- Handling communication and correspondence, which includes accessing the Parent Council email and being an Administrator on our Facebook page.

We would like to thank Kenneth Westmacott for agreeing to step in as temporary acting secretary and we invite any parent who feels they may be prepared to fulfil the role to please advise one of the parent council members.

We are also considering creating a new role of Fundraising Officer. This responsibility has been taken on by Kath while secretary but we feel it should be recognised as a separate role. Hopefully in splitting these duties from the secretary will mean neither is as time consuming. Due to Kath's experience of the role she offered her services as Fundraising Officer, as she is keen to remain an active member of the PC. However, if you feel able to take on this on, please get in touch and we would welcome any comment about this role.

Any volunteers will be able to start their roles immediately and officially minuted at the next meeting, scheduled for January 13<sup>th</sup> 2016.

Friends of Maud School Parent Council

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