

## Myths : Truths

**Only Mums and teachers can join :** We need the support of parents, family members, teachers, school staff & community members. Everyone is welcome.

**Coming to a meeting means I will be pushed to take on chair, secretary, treasurer etc :** We need your membership whether or not you want to take on a role. Your support is all we need.

**My child's life will be the same whether or not I am on the Parent Council :** Being on the council puts you in direct communication with the school, it shows your child you are interested and invested in their education. Our efforts help pay for your child's class room equipment, outdoor experiences, school trips, reading books, and much much more.

**We don't need more help :** We always need your help and more volunteers. If you choose to help, you decide your time commitment.

**I don't have time :** Even if you cannot give much time we still need your support and skills. Please attend our fundraisers, volunteer when you can, bring your skills to an event and share our work.

**It is only for those who don't work :** The Parent Council wants to support the children and the school and we all juggle work, household chores, kids, sports, homework, just like you.

**Once you attend a meeting you have to attend all of them :** Come to as many meetings as you can, give your apologies if you can't and you will get the minutes so you don't miss anything.

**The Parent Council won't be interested in my ideas :** Yes we will! It is important to keep it fresh and exciting.

What we do:  
Fundraise  
Respond  
Inform  
Encourage  
Nurture  
Discover  
Support

Friends of  
Maud School  
Parent Council

*Help us!*

Strengthen the links  
between  
School & Home



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## Chair

- Guide the Parent Council
- Chair meetings
- Liaise to create agendas
- Welcome members
- Introduce guests
- Ensure fair discussion
- Keep to the agenda
- Ensure decisions are made
- Work with Treasurer to ensure proper financial accounts are prepared
- Vice-chair supports, and takes over in Chair's absence

## Fundraising Co-ordinator

- Plan and organise fundraising, delegating tasks to the committee and getting their help
- Prepare any fundraising letters/emails/posters/promotional literature and liaise with the secretary to have them distributed
- Organise and manage volunteers
- Ensure all events are documented
- Report back to the committee about events
- Research any fundraising ideas presented to the Parent Council
- Liaise with the treasurer about past events, need for funds and ensure reimbursements are made etc.

## Secretary

- Manage communication between role bearers, committee and Parent Forum
- Prepare agenda in consultation with Chair
- Record attendees and apologies
- Discuss correspondence
- Take minutes and distribute them to the committee

## Treasurer

- Handle money coming in & going out of the group
- Responsible for proper handling of the finances
- Use a clear and accurate book-keeping system
- Maintain the bank account and signatories
- Provide a report for each meeting of money in, money out and current balance
- Advise on amount of money available for the group's work and warn of excess expenditure
- Prior to AGM have the accounts independently checked (audited) and agreed with the Chair
- Present these audited accounts at the AGM and answer questions

## Sub-group ideas

- Planning social events for parents, children & staff
- Newsletter
- Links with the community

