

Are you a Class Rep?

The role of class representative may include but is not limited to:

- Welcoming new parents to the school.
- Introducing parents to the roles and activities of the P&F association.
- Inviting parents to support and attend school functions and activities. This may include the arrangement of class tables / rosters for any particular event or function.
- Arranging the distribution of raffle / entry tickets.
- Attend P&F meetings whenever possible.
- Communicate regularly with the P&F executive.
- Organise class communication list eg. email addresses and telephone numbers. (Don't forget to get permission from parents to circulate their contact details.)



Are you a Class Rep?

The class representative system can be a very valuable asset to a well functioning P&F Association. As the role of the P&F is to support and represent all parents and carers in the school community, having nominated representatives from each class ensures that all parents have the opportunity to have their voice heard, whether or not they can attend a meeting.

It is imperative however that class rep matters are kept very separate from 'friendship group' issues.

When a directive comes from a P&F meeting for class reps to help organise a school event, or indeed a class only event, it is essential that **all** parents in that class are notified.

As a key role of the P&F Association is to assist in building positive school community, it is crucial that parents don't feel that they are being left out in any way by not being included in invitations to help, attend dinners or coffee mornings etc.

It is therefore important the class rep distinguishes events that are P&F initiatives from those that are 'friendships group' based.

To organise an Office Bearers Information session at your school or to access more information about your role, please contact 9271 5909.

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