ROLE DESCRIPTIONS – CLASS LIAISONS AND REPRESENTATIVES

Role of the Class Representatives

Being a Class Representative is an enjoyable way of involving yourself in the life of our School. Class Representatives are the working committee of the Parents and Friends Association. They are vital to the functioning of the P&F and to the KRB community.

Class Representatives have two main functions:
- To provide support to the School, for class or general School events.
- To provide support to the P&F, in its community and fundraising endeavours.

Class Representatives’ support of the School includes:
- Assisting the school in the organising of school events as requested by the Principal or class teachers, for example:
  - In the Senior School, this may entail helping with the organisation and supervision of class dances.
  - In the Junior School, this may entail the relevant Class Representatives helping with the Prep Graduation BBQ, the First Communion preparations in Year 3 and the Graduation preparations in Year 6.
  - Helping with the organisation of year Masses.

Class Representatives’ support of the P&F includes:
- **Attending P & F Meetings**
  - ensuring any minutes or other information from these meetings are passed on to any Class Representatives who are unable to attend.
- **Organising a whole class function once a year.**
  - Keep it simple so that it is not too much work.
  - Choose a function that suits your year group best eg morning tea, lunch, drinks or dinner.
  - If the function is to be held at school contact the P&F Executive to book a venue.
  - Remember that people have more than one child. Let the P&F Executive know the date of your function and check if it clashes with other class functions.
  - This is not meant to be a fund-raising event but costs need to be covered.
- **Organizing and facilitating P&F events** which have been allocated to your year group.
  - Organise through the P&F Executive any catering or other requirements for the function.
  - Organise a roster of volunteers.
  - Encourage attendance at the function by your year group.
- **Welcoming new parents to the class.**
  - Make contact with new parents offering help with any information they might need to help them settle in. If you cannot answer a query either offer to find the information for them or direct them to the School Office for help.
  - Offer the opportunity to meet briefly either at the School or for morning tea
  - Provide them with any written material that will assist them in becoming a part of the School community – that is, Class List, P&F Committee and Class Representative List; Calendar of P&F events, notices about upcoming events etc.
**Class Liaison**

The Class Liaison acts as the contact person between the year group and the P&F Executive and Executive. The role is to streamline communication. At the beginning of the year, class reps should decide which of them will take on this role and notify the Executive via the P&F Executive.

The role of Class Liaison entails:

- Being the contact person for the Class Representatives in your year to ensure clear and simple communication when organizing year group events and functions.
- Notifying the P & F Executive regarding any requirements for organization of functions for example, catering, trestle tables etc.
- Notifying the P & F Executive of the names of the volunteers and the event with which they helped, so that all volunteers are thanked for their support.
- Notifying the P & F Executive regarding the details of any donations given for events so that the donors are acknowledged and a thank you letter can be sent.
- Providing simple feedback regarding any changes, improvements, drawbacks etc of the function that your year group organised. Email the P&F Executive or report back at a P&F meeting.