



It's AGM time again! We need you there!

The National Parents Association will give information on **the Parent Association and how we as Parents/Guardians can be involved.**

This is useful information to anyone with a child in the school.

We will meet in Scoil Mhuire on **Monday 14th November at 7pm.** AGM will take place straight after talk from 8pm - 8:30pm

At the AGM we want to:

- Have a chance for parents to meet
- Committee to report on last year's activities
- Hear your ideas about what you would like the parent association to do next year
- Give some new people a chance to get involved at election time

Did you know?

- **If you have a child in the school you are automatically a member of the Parents Association.**
- **A committee is elected each year and the following positions are elected - Chairperson, Secretary, Treasurer and Public Relations Officer (and vice positions for all of these - see over for more info)**
- **The committee has a maximum of 10 with a minimum of 4 people - so you can be on the committee but not have an officer role.**
- **You don't have to be on the committee - you can still offer to help out in various information and fundraising events that are organised during the year.**

We've had some interest in the roles this year - have a read of what's involved overleaf and feel free to express your interest



THE PARENT ASSOCIATION OF SCOIL MHUIRE NATIONAL SCHOOL, CLIFDEN

Definition of Committee Roles:

Chairperson:

- Chairs meetings and liaises with the principal
- Represents the PA in meetings with new parents
- Co-ordinates the AGM
- Sets the agenda after consultation with the principal and the Chairperson of the Board of Management
- Liaises with the Secretary to ensure that all PA members are aware of the contents of the agenda prior to the meeting
- Ensures that the minutes are agreed and circulated to the PA.
- Ensures that items outside the remit of the PA are not discussed at PA regular monthly meetings and are forwarded to the relevant person or group
- Ensures that all persons present are aware of the importance of confidentiality and that any discussions outside the committee meeting are not attributed to individual members.

Secretary:

- Minutes the proceedings of each meeting and that of the AGM
- Ensures that the agenda for each meeting is circulated to members at least one week before each committee meeting via the parents' page on the school website
- Forwards the minutes to the PA within two weeks of the meeting

Treasurer:

- Keeps the accounts of the PA
- Provides each PA meeting with a statement of account
- Details fundraising proceeds and the disbursement of funds on a monthly basis
- Provides a copy of accounts to the AGM (first meeting), outlining expenses incurred and not yet paid, and income received from the previous school year.

PRO:

- Highlights the activities of the PA and produce promotional material for the PA.

Deputy Positions:

- Deputises for the relevant positions