



Lumen Christi College Parent Voice Committee roles

A key function of the Lumen Christi College Parent Voice is to encourage more parents to engage in the ongoing life of the school. The purpose of this is to assist the School Community in becoming more effective in the process of educating our students and equipping them with skills to assist them throughout life.

The key areas of focus are:

- Increasing the profile of the Parent Voice amongst the Lumen Community – Friend raising
- Providing opportunities for the engagement of parents
- Improving the effectiveness, and activities of the Lumen Christi Parent Voice
- Encouraging parents to take an active interest in teaching and learning through participation in forums with the Principal
- Work closely with the Principal to prioritise the expenditure of the Parent Voice levy
- Working with College staff to promote opportunities for parents and children to engage in the learning journey together
- Further enhancing links with Partner Parishes

To be effective the Parent Voice requires the involvement and commitment of parents and guardians, however the time commitment is not onerous. All parents/ guardians of current Lumen students are members of the Lumen Parent Voice and are invited to attend our meetings and encouraged to participate in activities.



President/Chair

These are guiding notes and should be used with any relevant terms of reference or constitution.

The President or Chair should chair at all General and Executive Meetings of the Parent Voice.

In addition to that responsibility, the President should undertake a number of other tasks for the Parent Voice such as:

- providing leadership and acting as a representative
- working in a collaborative manner with the Principal
- exercising some supervision of the functions of other office bearers,
- encouraging parents and others to participate in the Parent Voice and its activities/events
- prior to meeting ensuring that members have been advised of the meeting date and time and an agenda has been prepared.

Additional duties include but are not limited to:

- to maintain order of the meeting
- To ensure there is a quorum at the meeting
- to ensure that members are aware of the minutes of the previous meeting and to obtain confirmation of these minutes
- to give all members the opportunity to speak but also to confine speakers to the matters under discussion
- to be impartial



Vice President/Vice Chair

These are guiding notes and should be used with any relevant terms of reference or constitution.

The role of a Vice-President/Vice Chair is to act as Chairperson at those meetings from which the President/Chair is absent.

There is also the opportunity to become familiar with the role of Chair of the Parent Voice. There is also the opportunity to support any sub-committees formed.

Secretary

These are guiding notes and should be used with any relevant terms of reference or constitution.

The Secretary is very important to ensure the smooth operation of the Parent Voice. They work closely with the President/Chair.

The Secretary's main functions are:

- Communication and correspondence
- Maintaining effective records
- Ensuring meetings are effectively organised and minuted

Additional duties include but are not limited to:

- Prepare the agenda in consultation with the president and principal
- Notify members of meetings (date, time, venue)
- Record keeping
- Manage correspondence
- Obtain reports from sub committees (if formed)
- Write up the minutes
- Understand the constitution
- Guide and advise the president
- After the meeting, minutes should be written up promptly, distributed as needed and actions taken on any decisions
- Ensure a close communication and cooperation between the parent Association, office staff, school staff and parents



Treasurer

These are guiding notes and should be used with any relevant terms of reference or constitution.

The Treasurer accounts for and reports on the finances of the Parent Voice. This person will work closely with the College Business Manager.

The Treasurer's main functions are:

- To keep accurate financial records for the Parent Voice
- Many of the tasks such as deposits, paying accounts and reconciliation of statements are done in collaboration with the College's Business Manager.
- Present a treasurers/financial report at meetings and Annual General Meeting