



## Friends of Breaside

### Class Representative - Role and Responsibilities

Thank you for offering to serve as a class representative. The following role description has been prepared to assist you in your role.

We welcome your feedback and encourage you to visit our website at [www.friendsofbreaside.com](http://www.friendsofbreaside.com), which contains resources, information about events and up to date news. Please note that registration and tickets to ALL our events are sold exclusively through our website.

#### **What's expected of me?**

A class representative can serve in the following ways:

- Welcome any new parents and help them become oriented with the school
- Encourage parents to visit and use our fabulous website and perhaps submit novel ideas for the use of our funds using the Fund Request on the site
- Attend one General Meeting per term and vote on Funding Requests
- Encourage parents to get involved and attend parent events and school events
- Assist the FOB Committee with organization and running of larger events when possible and seek out other parents to help as required
- Organise the hosting of small 'social functions' to build relationships amongst the class parents – sometimes done in conjunction with the sister class
- Organise collections for the teachers' small gifts at the end of the year – traditionally approximately £10 per child is donated and a gift is purchased for each member of staff in class.
- To keep your class parents up to date with any notices that are relevant and to pass on communications from the FOB Committee

#### **What's in it for me?**

- As a class representative you can get to know many of the parents quite quickly and build a strong network to support your children's education
- You are helping to contribute to the fund-raising efforts of Friend of Breaside, ensuring that we can enhance the children's time at the school!

#### **What's not expected of me?**

You are not expected to serve as a 'complaints board.' We do not run a Parent/Teacher Association; just a Parent Association. All grumbles, gripes, and complaints should be delivered directly from the source to a staff representative.