PEN ROLE DESCRIPTIONS

If you would like to nominate yourself for a position please email: josie.vescio@dbb.catholic.edu.au

PRINCIPAL LIAISON
- Do you have 5 hours a year to liaise with the principal?
- Would you like to assist in strengthening parent/school relationships?
  Is this you?

COMMUNICATIONS
- Are you a good organiser?
- Do you mind taking minutes at meetings?
  Is this you?

TREASURER
- Do you manage the finances in your household – do the banking and pay the bills?
- Are you good at keeping records?
- Account skills are desirable but not necessary as training will be provided.
  Is this you?

DIOCESAN PARENT REPRESENTATIVE
- Represent the school at the quarterly Diocesan meetings
- Report back to PEN Team and General PEN meetings
  Is this you?

CLASS PARENT LIASION
- Are you a good organiser?
- Can you communicate effectively?

PASTORAL CARE
- Organise gift/support to school families upon difficult life events
  Is this you?

UNIFORM STORE
- Run the second hand uniform store
  Is this you?

SCHOOL BANKING CO-ORDINATOR
- Face to face interaction with student bankers.
- Processing of deposits
- Depositing of monies collected to a CBA branch
- Ordering and distribution of rewards and stationary.
- Full support and training from School Banking Specialist and dedicated Help Desk
  Is this you?

Class Parent Roles– Min. 3 people per class

Communication - 1 person
- Organise and distribute class contact lists
- Communicate to parents (please note that any emails regarding whole school activities/requests for fundraising should be forwarded to the School Principal for approval)
- Attend PEN and class parent meetings each term
• Send reminder emails about upcoming permission slips which are due (possibly by setting reminders in their phone/device).

**Social - 1 person**

• Organise class social activities
• Welcome new families to the class
• Organise gifts for special events of class families - births, condolences, other celebrations
• Manage Class Kitty
• Assist with organising;
  - Year One parents cater for Kinder Tea and Tissues morning
  - Year 5 cater supper for Year 6 Graduation celebration
  - Year 6 fundraising events (discos and Mothers’ and Fathers’ day stalls) to purchase leaving gift for the School
  - Year 6 jersey, year book and graduation dinner.

**Fundraising - 1 person**

• Assist in fundraising activities
• Generate interest for and attendance to fundraising events, Weekly Masses, Family Masses (co-ordinating supper donations)
• Assist with Christmas hampers/ social justice initiatives set by the school.