



## ST. BRIGID'S COLLEGE PARENT FORUM

### St. Brigid's College Parent Forum

#### **Role of the Committee Member**

Approved: November 2016

- ***PF President - Dave Thomasson***
- ***PF Secretary – Paul Kettle***
- ***St. Brigid's College Principal – Amelia Toffoli***

Committee Members are elected to help support the Office Bearers of the Parent Forum. They provide additional support when required and play an active role in the running of the Parent Forum.



## ST. BRIGID'S COLLEGE PARENT FORUM

### **Duties of the Committee Member:**

It is incumbent all Executive Committee Members to become familiar with and act in accordance with the PF Constitution and other agreed Procedures. Each member should be fully aware of the Roles and Responsibilities of each Role within the Executive Committee.

Executive Committee Members will always demonstrate, re-inforce and encourage the following behaviors / actions at each meeting:

- Respect for all ...
- Courtesy to everyone ...
- Impartiality and willingness to listen ...
- Confidence to share ...

### **Committee Members are expected to:**

- (a) Regularly attend Parent Forum Meetings and provide support to the Parent Forum Office Bearers.
- (b) Actively get involved in discussions / the decision making process and provide support for Parent Forum organised activities.
- (c) Where able, take the lead on Parent Forum sub-committees.

### **Estimated Time Commitment of the Committee Member:**

It is expected that the Parent Forum Committee Members will require a time commitment of around 1 hour per month. This commitment will vary month to month. It is expected that the Committee Members will also be pro-actively involved in Parent Forum Organised Events.