Ideas for establishing a Class Representative System

1. Discuss and confirm what role the class representatives will have.

2. Discuss the relationship the class reps will have with:
   - P&F
   - Class teachers
   - Principal
   - Class Representative Coordinator
   - Other groups in the school

3. Formulate a simple one page job description (see attached suggestion).

4. Communicate the information to the whole school community.

5. Call for nominations/volunteers.

6. Target parents who show potential to fill this role. The personal approach is often successful and is quite empowering.

7. Appoint a Class Representative Co-ordinator. This may be a role assigned to current member of the P&F group.

8. Provide in service and regular meeting times for class reps.

9. Keep class reps informed by regular emails or other methods as agreed upon by the group.

Class Representative Duties and Responsibilities

1. To build and maintain communication links with the parents of the students in the class for which you are carrying out the required duties.

2. Responsibilities of each Class Representative may include, but not be limited to, the following activities:
   - Assist the class teacher in the organisation of class events which include parents (eg excursions, Mass etc)
   - Welcoming new parents to the school/classroom.
   - Introducing parents to the role and activities of the P&F committee within the school.
   - Inviting parents to support and attend school functions and activities. This may include the arrangement of class tables for any particular function or activity.
   - Arranging the distribution of raffle tickets or other fundraising material.
   - Attend at least one P&F Committee meeting per term or the regular meetings for class reps.

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