



**ST PIUS X PARENTS AND FRIENDS
POSITION DESCRIPTION
Class Representative**

- POSITION:** Class Representative
- LOCATION:** St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING WA 6152
- REVISION DATE:** November 2014
- OBJECTIVE:** The principle objectives of this position are to:
- Work in liaison with the Class Representative Liaison to pass on information to parents.
 - Plan and carry out Class Social Events.
 - Work together with Class Representative Liaison with school community events and fundraising.
 - Encourage the class parents to contribute and participate in Parents and Friends (P&F) events.
- STATUS:** This volunteer position will report directly to P&F Executive Committee and the School Principal.
- A minimum of two Class Representatives shall work together in any one year.
 - The class representative role will be held for one year.
 - Class representatives are required for Kindergarten, Pre-Primary and Years 1 to 6 inclusive. Based upon a minimum of two Class Representative per class, there will be a total of 16 Class Representatives in any one year. It is encouraged that one of the Kindergarten Class Representatives be an existing family with older siblings of the school community in order to welcome new families to the school.



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RESPONSIBILITIES:

Responsibilities of this role will include:

- Act in accordance with the P&F Constitution.
- Act in accordance with the School Vision, Mission and Values.
- Act in accordance with School Policies.
- Compiling a contact list for parents in the class.
- Meet with the Class Representative Liaison at the beginning of the school year to understand duties, expectations and events assigned for the year group.
- Distribute emails to the parents in the class, as requested by the Class Representative Coordinators.
- Work in liaison with the P&F Executive Committee and School Principal to ensure fundraising and whole school community events occur throughout the school year.
- Plan, organise and execute events from St Pius X calendar assigned to the year group. Information and guidance will be provided from the Class Representative Liaison.
- Attend P&F general meetings.
- Organise class events to build and maintain school community relationships.
- Assist seeking class representatives for the new school year.
- Attend other meetings as required relating to P&F events.
- Distribute tasks to other parents within the class group to share the workload.