Mother Teresa School
Community Council Role Descriptions

Chairperson
• Chair CC meetings
• Prepare agendas for meetings
• Liaise regularly with the Principal
• Attend meeting with other CC Chairs and Principals from 3 Parish schools
• Member of Finance Sub-Committee
• Prepare monthly CC segment for the school Newsletter
• Prepare article for school magazine and annual report on behalf of the CC

Deputy Chairperson
• Run meetings in Chair’s absence
• Attend as a proxy at meetings in Chair’s absence
• Act as a representative for parents

Secretary
• Take and distribute minutes of CC meetings
• Collate Sub-Committee reports
• Distribute agenda prior to meetings

Treasurer
• Deposit fund raising money
• Meet with the Chair and Principal on fee remission and expenditure items
• Form and chair a Finance Sub-Committee – generally made up of Treasurer, Chair and Principal
• Chair Finance Sub-Committee meetings – 1 per term
• Work with Finance Sub-Committee to prepare tenders
• Report on financial status of accounts at CC meetings
• Report findings from Finance Sub-Committee meetings at CC meetings
• Work with Principal to prepare a school budget
• Supply Chair with feedback for the CC segment for the school Newsletter

Ex officio Officers
• School Principal
  o Report to Community Council on school happenings
  o Member of Finance Sub-Committee
  o Attend meeting with other CC Chairs and Principals from 3 Parish schools
  o Liaise regularly with the Chair
• Parish Priest
  o Attend meeting with other CC Chairs and Principals from 3 Parish schools
  o Report Parish activities at the CC meetings
• Staff Representatives
  o Act as a representative for Staff
  o Report any feedback or staff activity at CC meetings
  o Attend CC meetings
Chair – Parent Liaison Sub-Committee
• Develop a Parent network
• Form and Chair a Sub-Committee – to include a Parent representative from each class
• Chair Sub-Committee meetings
• Prepare agendas for Sub-Committee meetings
• Take and distribute minutes of Sub-Committee meetings
• Distribute written report of activities to CC members prior to CC Meetings
• Report out comes of Sub-Committee meetings at CC meetings
• Attend CC meetings
• Supply CC Chair with feedback for the CC segment for the school Newsletter

Chair – Fund Raising Sub-Committee
• Form and Chair a Sub-Committee – the Sub-Committee will be responsible for all Fund Raising including events, raffles, Parish Fair, Parish events (e.g. trivia night), novelties (e.g. chocolates) and any other fund raising activities the Sub-Committee devise – Note: All fund raising activities will be presented to the CC for approval prior to going ahead (where possible)
• Run Sub-Committee meetings
• Prepare agendas for Sub-Committee meetings
• Take and distribute minutes of Sub-Committee meetings
• Distribute written report of activities to CC members prior to CC Meetings
• Report out comes of Sub-Committee meetings at CC meetings
• Attend CC meetings
• Supply CC Chair with feedback for the CC segment for the school Newsletter

Chair – Grants Sub-Committee
• Form and Chair a Sub-Committee
• Run Sub-Committee meetings
• Prepare agendas for Sub-Committee meetings
• Take and distribute minutes of Sub-Committee meetings
• Liaise with Principal and assist in the preparation of submissions for funding
• Distribute written report of activities to CC members prior to CC Meetings
• Report out comes of Sub-Committee meetings at CC meetings
• Attend CC meetings
• Supply CC Chair with feedback for the CC segment for the school Newsletter

Chair – Facilities and Grounds Sub-Committee
• Form and Chair a Sub-Committee - the Sub-Committee will be responsible for things to do with the grounds and facilities of the school (e.g. working bees) – Note: All activities will be presented to the CC for approval prior to going ahead (where possible)
• Run Sub-Committee meetings
• Prepare agendas for Sub-Committee meetings
• Take and distribute minutes of Sub-Committee meetings
• Distribute written report of activities to CC members prior to CC Meetings
• Report out comes of Sub-Committee meetings at CC meetings
• Attend CC meetings
• Supply CC Chair with feedback for the CC segment for the school Newsletter

Chair – Early Learning Centre (ELC) Sub-Committee
• Form and Chair a Sub-Committee - the Sub-Committee will be responsible for things to do
with improvements to do with the Pre School
• Run Sub-Committee meetings
• Prepare agendas for Sub-Committee meetings
• Take and distribute minutes of Sub-Committee meetings
• Liaise regularly with the Pre School Director
• Distribute written report of activities to CC members prior to CC Meetings
• Report out comes of Sub-Committee meetings at CC meetings
• Attend CC meetings
• Supply CC Chair with feedback for the CC segment for the school Newsletter

Chair – Finance Sub-Committee
• See roles for Treasurer