This year the roles of Class Representative (Class Rep) and Social Coordinator will not be formally separated. It may be useful to have 2 representatives per class so that the workload can be shared. The role of Class Rep is rewarding and a vital part of our school community. A Class Representative’s duties include:

- Compiling a class contact list at the beginning of the year. It is important to keep it updated with any changes that may occur throughout the year. (e.g., new families that join the school)
- Welcoming new families starting at the school.
- Working with your class teacher to produce a roster for classroom helpers for each term.
- Organising parent helpers for excursions when they occur.
- Helping or organising helpers for any “house keeping” jobs the class teacher may have (e.g., photocopying, covering books, etc.).
- Keeping up to date with issues/events occurring within the school community. Communication with the Class Rep Coordinator and/or checking the copy of the agenda & the minutes of the Parents’ Association meetings placed in the glass cabinet outside the library.
- Organising social events for your class/year level. We encourage at least 1 get together per term. These can be as simple as a morning/afternoon tea or dinner.
- Meeting as a group with the School Principal once a term

If you are interested in becoming a Class Rep please fill out the form below & return it to your class teacher by **Wednesday 13th February**. If you have any further queries regarding this role you can contact Jacqui Brown (brownjacqui@hotmail.com).

**PLEASE NOTE: EVEN IF YOU HAVE ALREADY SPOKEN TO YOUR TEACHER WE STILL REQUIRE YOU TO RETURN THIS FORM.**

----------------------------------------------------------------------------------------------------

CLASS REPRESENTATIVE NOMINATION FORM - 2013

Please print your details clearly.

NAME: ........................................... CLASS: ...................

CHILD’S NAME: ..................................................................................

PHONE: (H) ................................. or (M) .................................

EMAIL: ......................................................................................