Our Organisation

The Parents’ Association consists of a variety of roles. A number of these contribute to the administration of the committee while the majority are responsible for coordinating specific events and ongoing activities.

Committee Roles - Administration

President
The main function of the President is to set the agenda for and chair the monthly PA meetings and to delegate tasks within the committee and the wider school community. The President may represent, from time to time, the PA at various school events such as the Prep Parents (“Take Off”) functions. The President contributes PA Committee updates for the school newsletter on a regular basis and is the first point of contact for all PA-related correspondence.

Vice President
The Vice President provides ongoing support to the President. The Vice President chairs PA meetings and represents the PA at school events when the President is unavailable. The Vice President also monitors and reports on financial results of fundraising events throughout the year.

Secretary
The Secretary records and distributes PA meeting minutes to all committee members and assists in other administrative activities as needed.

School Council Liaison
The School Council Liaison attends the monthly School Council Meetings as the PA representative and reports on issues arising from PA meetings. The School Council Liaison also attends PA meetings and reports on relevant issues arising from School Council meetings.

Class Rep Coordinator
The main function of the Class Rep Coordinator is to liaise with all Class Reps. At the beginning of each school year the Class Rep Coordinator facilitates the Class Rep nomination and selection process. Afterwards, the Class Rep Coordinator liaises regularly with the Class Reps to communicate messages from the PA and to inform them of and enlist assistance with special events.

GIPS Staff Rep
The primary function of the GIPS Staff Rep is to provide staff input to the PA regarding all school events and activities. The Staff Rep liaises regularly with GIPS teachers and office staff.