Parents Association Roles and Responsibilities
1

The Hutchins Parents’ Association
Roles and Responsibilities
Aims and Objectives
 The aims and objectives of the Hutchins Parents’ Association are:
 to contribute to the wellbeing of The Hutchins School community
 to encourage the participation of all parents in the life of the school and the
education of their sons
 to provide opportunities for all parents of students of the school to discuss issues
concerned with the welfare and the general education policy of the school and to
assist in the development of a shared parent view
 to contribute to proposals on school policy and other educational issues to the
school council
 to provide opportunities for parents to get to know each other and to be
informed about their son’s school
 to provide information for parents to extend their understanding of school issues
 to work in cooperation with the school Board, Foundation, Old Boys and the
Headmaster
 to raise funds for the benefit of the school resources.

The Executive positions are:
 President
 Vice President
 Secretary
 Treasurer
There needs to be a minimum of four General (committee) Members, preferably to represent
each division of the school: ELC, Junior School, Middle School and Senior School.
President
1. Attend Meetings
2. Chair PA meetings Follow proper meeting protocol, including:
 Manage the flow of the meeting
 Try and keep meetings as short as possible
 Allow all members to have a say
 Keep meetings positive and running smoothly
3. Act as a conduit between the Association and the Headmaster to raise issues that are
relevant to the School and PA
4. Establish and maintain relationships with PA members as well as other members of the
school community (parents, grandparents, etc)
5. Guide the association in a unified manner to meet goals and targets that we have set
6. Attend school events and act as representative for the Association at nominated school
events
7. Prepare meeting agendas for the secretary and approve minutes from meetings
8. Is the conduit between the Association and the Headmaster, as well as other school
representatives

Parents Association Roles and Responsibilities
3

7. Maintain files of legal documents as required
8. Respond to general duties as directed by the committee, President or school
Headmaster.
9. Submit approved PA General meeting minutes for inclusion on the School’s internet
10. Oversee and input information onto Parents’ calendar. Monitor the School calendar to
ensure appropriate information from that calendar is also on the Parents’ calendar.

General Members (4)
1. Represents one of the four areas of the school – ELC, JS, MS, SS
2. Provides support through active involvement and/or coordination of Parent Association
events
3. Assists with the organisation of volunteers
4. Communicates with the school
5. Liaise with any local authorities if required