

# GAYHURST PARENTS ASSOCIATION

## CONSTITUTION

### 1. NAME

The Association shall be called the "Gayhurst Parents Association".

### 2. OBJECTIVES

- To arrange social activities and events for the benefit of Gayhurst School (the "School").
- To raise funds for the benefit of the School and chosen charities.
- To provide a welcoming service for new parents.
- To foster positive relationships between staff, parents and others associated with the School.
- To liaise with the Headmaster.

### 3. CONSTITUTION

- Number of members – at least one parent representative ("class rep") per school year and the key post holders (namely, the Chair, Deputy Chair, Secretary and Treasurer), who can also hold the position of a class rep but are not required to do so.
- Eligibility for membership – parents of current boys and girls attending the School.
- Tenure of membership – maximum of three years.
- Selection/election of class reps – an outgoing class rep must give the Chair as much notice as possible and invite other class parents to volunteer for the role(s), by voting process if necessary within the given class.
- Selection/election of key post holders – an outgoing key post holder must give the other members a minimum of a term's notice and invite other members and class parents to volunteer for the role, by voting process if necessary of the other members.
- Main committee structure – the Chair, Deputy Chair, Secretary, Treasurer and the class reps.
- Sub-committee structure – a sub-committee can be set up for activities and events as necessary, reporting to the main committee. A sub-committee may include non-committee members as long as one current member of the main committee is on the sub-committee.
- Frequency of main committee meetings – by mutual agreement, but at least once at the start of each School term.
- Frequency of sub-committee meetings – by mutual agreement.
- Extraordinary meetings – an extraordinary meeting must be held within ten days of a written request being made to the Secretary by not less than  $\frac{3}{4}$  of the members.
- Voting on Association issues – ordinary meetings require a simple majority of those attending, with the Chair holding a casting vote; extraordinary meetings require a  $\frac{3}{4}$  majority of those attending.

- Quorum – for any matters requiring a vote, the quorum shall be two key post holders and two class reps.
- Amendment of the constitution – by simple majority vote at a Committee meeting.

#### 4. RESPONSIBILITIES AND FUNCTIONS OF COMMITTEE MEMBERS

- Chair
  - Chair committee meetings
    - Prepare agendas and circulate in advance
    - Call meeting to order when time to make a start
    - Ask for apologies for absence
    - Sign approved minutes of the last committee meeting
    - See that the agenda is followed
    - Encourage those attending to share their views
    - Set a date for the next committee meeting
    - Close the meeting
  - Welcome and involve new members
  - Liaise with the Headmaster and School staff on GPA issues
  - Sign cheques with the Treasurer where needed
  - Deal with correspondence
  - Write the GPA section for the weekly School newsletter
- Deputy Chair
  - Assist the Chair as required
  - Maintain and update the content of the GPA section of the School website
  - Create, maintain and update the GPA's presence on social media
- Secretary
  - Ensure arrangements are made to hold committee meetings
  - Help prepare the agenda (for example, invite agenda items from committee members in advance of a meeting being held)
  - Produce minutes and seek Chair's acceptance of such minutes
  - Circulate copies of approved minutes to all committee members and make the minutes available to all parents via the GPA website
  - Help the Chair deal with correspondence
- Treasurer
  - Account, bank and record monies raised by the GPA and the school shop
  - Authorise and account for GPA expenses
  - Raise cash floats where required for GPA events
  - Keep the committee updated about financial matters both at committee meetings (for example, major items of expenditure) and after each GPA event (profit or loss)
  - Prepare and publish accounts once a year and present to the committee for approval

- Class rep
  - Act as a communication link between teachers and class parents
  - Act as a communication point for new parents joining the School
  - Attend the Parents' Forum on a termly basis with the Headmaster
  - Collate information for the contacts list and birthday list and keep up to date
  - Arrange collections for Christmas/Easter/end of year/leaving gifts for class teachers
  - Arrange social activities for parents and children
  - Sit on the GPA committee and attend meetings
  - Cascade GPA information to the class parents
  - Assist and support with GPA activities and events and/or arrange for other parent volunteers to do so