



Position Description- Parents Representative Council (PRC) Representative

Updated 25th February 2014

Position Title:	OLMC Parents Representative Council (PRC) Representative
Purpose Of Position:	<p>The Parents Representative Council (PRC) is the diocesan parent organisation that represents the parents and guardians of children attending Catholic schools in the Diocese of Parramatta. The Council consists of parent representatives from primary and secondary schools and works in partnership with the Bishop, the Catholic Education Office, priests and school staff to support the education of our children.</p> <p>The OLMC PRC Representative will act as a liaison between the PRC and our school community communicating the concerns of the parent body to the Diocese and keeping the parent body informed of issues within the Diocese and the State.</p>
Responsible To:	<p>This position reports to the Parents and Friends Association (P&F Assoc.) Executive Committee.</p> <p>The P&F Assoc. must support the PRC Representative nomination, which is then endorsed by the School Principal.</p>
Responsible For :	<p>The position holder is responsible for :</p> <ul style="list-style-type: none"> • Keeping the parents of OLMC informed about decisions and communication of the Parents Representative Council of the Parramatta Diocese. • Informing the PRC about parental concerns. • Regular communication with the School Principal and/or the Parish Priest on PRC related issues • Ensuring the Parents and Friends Assoc. is supportive of Diocesan issues • Attending PRC meetings: <ul style="list-style-type: none"> ○ 1 x general meeting per term and ○ 1 x cluster meeting per term ○ And reporting back to Parents and Friends meetings (12 meetings) • Ensure PRC newsletters and other communications are forwarded to OLMC parents through the publicity officer
Tenure:	PRC Representatives and alternates may serve for four consecutive years.



Our Lady of Mt Carmel Primary Parents and Friends Association



Key Accountabilities:	The PRC Representative will: <ul style="list-style-type: none">• Attend Cluster meetings and Council meetings on behalf of the school community.• Be accessible to parents• Regularly submit items to the publicity officer for inclusion in the school newsletter – at minimum after attendance at a PRC meeting• Provide written and verbal reports at P & F Assoc. meetings• Listen to and talk with parents of the OLMC school community• Ensure PRC newsletters and other communications are forwarded to OLMC parents
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