

Annual General Meeting of the Catholic Parents Association Le Cheile ETNS

10th June 2014 8pm in Le Cheile School Hall

Agenda

- **Welcome & Overview of AGM**
- **Financial Report 2014/2015**
- **Dissolution of 2014/2015 Committee**
- **Election of Chairperson, Secretary & Treasurer for 2015/2016**
- **Election of Communion Sacramental Parents (must be 2nd Class Parents)**
- **Election of Confirmation Sacramental Parents (must be 6th Class Parents)**
- **Election of Parish Rep for St Mary's Drogheda, Sacred Heart Laytown and Star of the Sea Mornington**
- **Election of Class Reps for 2014 - 2015**
- **A.O.B.**

Role	Typical Tasks	Meetings & Time Commitment
Chair [VACANT]	Communications with Teachers & School Teacher & Class Allocation & Garda Vetting Committee Rota for each Monday Coordination of Committee Tasks & Agendas Manages Email Box	Attends Monthly Meetings Busy in Sept/Oct and Mar/Apr/May
Secretary [VACANT]	Updates Registration Spreadsheet Updates Class Rolls & Supervision Rotas Agendas & Minutes for all Meetings Manages Email Box & Web-text Communications Parental Communications	Attends Monthly Meetings Busy in Sept/Oct and Mar/Apr/May
Treasurer [VACANT]	Manages Income & Expenditure Ensures Teachers are paid Point of contact for 1 st & 5 th Class Reps for School Receptions	Attends Monthly Meetings Busy in Sept/Oct and Mar/Apr/May
School Liaison [John Whelan]	Key-holder Weekly presence at the school on a Monday Monitoring of Class Attendance Rolls	Presence at School each Monday but no requirement to attend Monthly Meetings
Sacramental Parent(s) – Communion <i>Parent(s) MUST be from 2nd Class</i> [VACANT]	Attends annual meeting with Priests to determine the date for the celebration Liaises with relevant Priest on the specifics of the celebration (DTIM Programme) Liaises with Parish Reps when necessary. Communicates necessary information with Teachers responsible for 2 nd Classes Point of contact for 1 st Class Reps for School Receptions	Attends Monthly Meetings Busy in Sept/Oct and Mar/Apr/May
Sacramental Parent(s) – Confirmation <i>Parent(s) MUST be from 6th Class</i> [VACANT]	Attends annual meeting with Priests to determine the date for the celebration Liaises with relevant Priest on the specifics of the celebration (Confirming Our Children Programme) Liaises with Parish Reps when necessary. Communicates necessary information with Teachers responsible for 6 th Classes Point of contact for 5 th Class Reps for School Receptions	Attends Monthly Meetings Busy in Sept/Oct and Mar/Apr/May

GENERAL SUPPORT

Web Support

Other Support

This is to be decided upon by each Committee. There is no requirement to attend Monthly Meetings.

CLASS REPS

One parent from each class acts as a Class Rep. The main responsibility is to coordinate supervision each week. How this happens is decided among each pair of Class Reps. There is no requirement to attend Committee Monthly Meetings.

PARISH REPS

One Parish Rep is required, in each Parish, to ensure the Committee is kept up to date, on Parish Developments (on Communion & Confirmation). This means we need a Parish Rep for Laytown, Mornington & Drogheda. The time commitment is small and there is no requirement to attend Committee Monthly Meetings.