

APPENDIX I

PARENT COUNCIL, MEMBERSHIP GUIDELINES

1. There will be a maximum of twenty five (25) members of the Parent Council.

2. **Selection/reselection of Members**
 - Parent Council Members are selected for a period of two (2) years.
 - Reselection will be managed as part of the Annual Meeting.
 - The Parent Forum will be informed at least two weeks prior to the Annual Meeting that it is time to reselect the Parent Council.
 - Council members can put themselves forward for reselection.
 - Members who have joined in the middle of a school year will also be subject to reselection to keep the process as streamlined as possible.
 - All members of the Parent Forum interested in being a council member must submit their name at the AGM in September.
 - If less than twenty five Parent Forum members express an interest in becoming members, they will automatically form the Parent Council.
 - If more than twenty five members of the Parent Forum submit their names an election will be conducted. The current office bearers will manage this.
 - In the event of an election applicants will be asked to write one paragraph about themselves for circulating to the Parent Forum. Forum members will be asked to vote for the applicants they want to see on the council.

3. **Ongoing Membership**
 - Parent Forum members can be co-opted on to the council at any time but will not have a vote unless they formally join the council.
 - Voting members will not exceed twenty five.
 - If a Parent Forum member attends a council meeting and wishes to fill a vacancy they will be formally voted on by the attending members and will be able to vote at the next meeting.
 - If a Parent Council member does not attend two (2) consecutive meetings without informing one of the office bearers the reason for their absence, they will be deemed to have resigned and a vacancy will arise.
 - The secretary of the Parent Council will manage membership matters.

APPENDIX II

PARENT COUNCIL, SUB GROUPS

1. Formation of Sub Groups

- The Parent Council will, from time to time, form sub groups to manage issues that may arise of particular areas of interest being followed by the school.
- A member of the Parent Council will lead each sub group, however any member of the Parent Forum may join unless the issue to be discussed is confidential and needs to be kept to a few individuals.
- Each sub group will report to the Parent Council.
- The Parent Council will report sub group activities to the Parent Forum.
- A list of Sub Groups will be noted in this appendix, they can be added or subtracted at any time without amending the constitution.