



## Roles and responsibilities

### P&C District Representative

The role of the P&Cs District Representative is vitally important as a link between your local P&C District and your P&C. The delegate/s should be endorsed by the P&C and must be minuted at a duly constituted P&C meeting.

- Information sharing is the pivotal role of the P&C District Representative and may include:
- Keeping yourself informed on all current and new developments in education in general.
- Summarising and reporting on all District P&C correspondence
- Assisting your P&C to fill out questionnaires sent by the District P&C
- Attending conferences (whenever possible),
- Attending regional council and branch meetings
- Sharing information gained at conferences, forums and meetings
- Making contact with other representatives in your area where possible.

The P&C District Representative should:

- Provide feedback to members and the executive at meetings
- Be familiar with the rules and meeting procedures to assist officers in their duties
- Provide feedback from the Association to the District on issues that are of concern to the P&C and things that are working well.

It is always good to hear good news stories!