

Volunteer Position:	Class Rep Coordinator	Previous Volunteer in Position:	Alison Barker
Reports to:	BPAC Executive & BPAC	Volunteer requirement: BPAC Member	
Report frequency:	monthly at meetings or when needed		

<i>Purpose of the Role:</i>	(point form)
<ul style="list-style-type: none"> Recruit class reps for each division and keep lines of communication open to answer any questions and provide direction to class reps Distribute emails to class reps as requested by PAC executive or coordinators of grade allocated events Ensure class reps are briefed on their grade allocated responsibilities ie. Welcome back BBQ, newcomer's tea etc Follow up with class reps and report on progress of their grade allocated event at BPAC meetings 	

<i>Background notes of position (brief history of the position/role):</i>	
<p>Position was created in 2009 to assist with ensuring class reps were aware of their responsibilities and grade allocated events were followed up on.</p>	

<i>Responsibilities/Expectation of this position:</i>	
<ul style="list-style-type: none"> Recruit class reps for each division. If 2 grades per division, then 1 rep for each grade Post display board outside of office for first 2 weeks of school for volunteers to sign up Display board should be featured at the Welcome Back BBQ if still in need of class reps Prepare submission for BPAC newsletter to request class reps for grades still not covered List of class reps to go to directory coordinator and BPAC chair Email class rep their responsibilities (letter of introduction attached) & review their grade allocated responsibilities. Ensure that Pink Contact Consent form is reviewed with class reps and they understand requirement that one must be on file before they add parents to class email/phone communication Attend the Class rep orientation at BPAC meeting in October and review all points on "class rep introduction" Distribute emails to class reps as requested by PAC executive or coordinators of grade allocated events Email class reps the BPAC meeting agenda and encourage them to attend and email agenda on to their class' parents Forward BPAC meeting minutes onto class reps for distribution Be available and approachable for any questions or direction needed by class reps 	