

Role of ENSCA Class Representative

Each class has an ENSCA class representative. Each class can have just one rep, or the role can be shared.

The role is all about communication and coordination! The main purpose is to be the primary contact for ENSCA and the parents of the class you are the rep for.

These are the key jobs that class reps carry out:

- Put together a class list of the parents/caregivers for each child in the class. This includes the child's name, parent's name(s) and their contact details (phone numbers and emails). This list needs to be given to the teacher and each parent in the class as well as being kept up to date incorporating any new parents who join the class through the year.
- Welcome new parents joining through the year.
- Arrange a parent volunteer to contribute a plate of food for the thank you morning tea for teachers put on by ENSCA at the end of each term.
- Organise one or two social get together for the class. This is to allow parents to get to know each other and reconnect. This can be in the form of a fish n chip night, BBQ, morning tea or whatever suits.
- Forward on any emails/communications to parents that need forwarding on. Any communication about an ENSCA event etc is usually forwarded to the class representative as the initial contact. The class rep then forwards the communication on to the parents.
- Send out a copy of the monthly ENSCA minutes. A copy of these are sent out to class reps once a month.
- Help ENSCA to organise parent volunteers for any fundraising or school community event.
- Assist with helping to organise the Family Fun Day held at the end of the year. Each class is responsible for an activity at the family fun day. Class Reps help get volunteers to organise and run the activity their class is responsible for.

While the role of class representative isn't an onerous role it does take some commitment and organisation. To help spread the responsibility you are welcome to have more than one class rep per class.

At the end of each term a class reps's room number is drawn from a hat and that person(s) will be entitled to a café voucher. This is a small token of appreciation and thank you by ENSCA for the commitment made by class reps.