



BLACKHEATH AND BROMLEY HARRIERS AC – PARENTS COUNCIL -

TERMS OF REFERENCE *(November 2014)*

The club is aiming to implement a Parents Council in order to act as a point of contact between the Executive Committee, club officials and the parents of our athletes. The club recognises that it needs to enlist more parents to take an active role in day to day activities and to assist with various important tasks.

Aims and objectives of the Parents Council ('the Council'):

The aims of the Council will include but not be limited to the following -

- Assist all areas of the club with the recruitment of volunteers:
 - Active athletics – particularly for home fixtures/club championships; and to create and retain a pool of volunteers to take on permanent roles, i.e. team managers, officials
 - House and Social - to assist with social events; run the 'tuck shop' at Norman Park
- Communicate directly with parents re requests for volunteers/ fundraising events / to be the forum through which the club consults parents
- Assist the club with fundraising activities
- Assist with other tasks when required
- Be involved in identifying priorities for the club
- Advise the club on parent's views
- Make recommendations (this may be in relation to identifying problems, developing ideas etc) to the Executive Committee

Structure and organisation of the Parents Council

- The Council should consist of 6-8 Members (approximately 2 parents from each age group – u13/u15/u17/u20)
- The Council should meet on a quarterly basis
- The Council should elect a Chair and Secretary, responsible for administration of the group
- 1 member of the Executive Committee to be present at Council meetings – to participate/ act in an advisory/liason capacity re club rules etc
- Secretary of the Council will take minutes and make these available to the Executive Committee
- The Chair or Secretary of the Council should attend and report back to the Executive Committee on any significant items
- The Council will review the impact of its work annually
- The Council will review its terms of reference annually