

The formal purpose of the PSG is set out in the Constitution. We see this translating to day-to-day support of the Alcuin College community as follows:

- To welcome and provide support to new parents.
- Be a point of contact, encourage and facilitate social connections between parents.
- Maintain class parent lists and WhatsApp groups to facilitate connection between parents and answer questions etc.
- Assist with fundraising including grant applications.
- Assist Alcuin College with events and activities, as requested or required.
- Provide feedback from parents to Alcuin College.

At this time, we do not anticipate there being any committees within the PSG Board of Directors; all Board Directors will participate in all Board Meetings.

PSG Board of Directors Roles

PSG members may put themselves forward for election at the AGM into a role on the PSG Board of Directors.

The roles available on the Board of Directors are:

- President
- Vice-President
- Treasurer
- Secretary
- Directors at Large

All Board Directors will be expected to take on the role of Class Ambassador for the grade class of one of their children, as well as their role on the Board. The role of the Class Ambassador varies from year to year based on the needs of the class teacher and the parents, but typically involves:

- Welcoming new families.
- Maintaining an updated class parents list.
- Being knowledgeable about school policies and practices.
- Facilitating connections to help build a positive school community.
- Checking in with teachers on a regular basis to see if any help is needed.

All Board Directors would also be required to sign a confidentiality agreement and will have a duty of loyalty and a duty of care to act in the best interests of the PSG.

Meetings of the Board of Directors are anticipated to take place in the evening, approximately once per month, between August and May. PSG General Meetings, that are open to all parents, are anticipated to take place 2–3 times during the academic year; Board Directors will also be expected to attend these meetings.

The time commitment required of Board Directors will vary depending on the role taken and the time of year e.g. at the start of the academic year the time commitment will be higher as this is the time that most new parents will be welcomed, class lists will be established, and more social events will take place. At other times of the year, the commitment may be limited to monthly meetings. Fundraising or other activities may increase the time commitment. If you would like to find out more, please speak to one of our current parent volunteers.

The roles and expectations of all Board Directors are set out in section 4.5 and 6.2-6.7 of the PSG Bylaws. It is anticipated that a member of the Board of Directors would not fulfil the same role for a period of more than three terms. A term is considered to be an academic year. All Board Directors will be subject to re-election annually at the AGM. If you would like more detailed information about a specific role, please email us at psg@stalcuincollege.com.