

LPPC Job Description for Role of the Chairperson

Objectives of the Role

The main roles of the Chairperson are to:

1. Ensure that the Parent Council meetings are run in an inclusive way.
2. Ensure that members of the LPPC know that their role is to represent all parents in the school.
3. Be the spokesperson for the group and liaise with the Headteacher of the School, Local Authority, and other bodies (i.e. Clasp)
4. Ensure that the objectives of the LPPC are set and delivered.

Responsibilities

- Chair the meetings and ensure that they are run smoothly and efficiently; on time and that all members feel included and listened to.
- Delegate tasks to other members of the group and make sure these tasks are completed
- Oversee sub groups and ensure these are carried out within the guidelines of the LPPC.
- Be involved in school inspections where required by the Headteacher
- Give an annual report of the LPPC at the AGM
- Liaise with the Business Manager of the school in relation to school maintenance and health and safety issues.