



## PSG Committee Job Descriptions

### Chairperson

- Lead all PSG monthly meeting
- Contribute to SLT/PSG discussion
- Attend to PSG correspondence in a timely manner with assistance.
- Host meetings of PSG sub-committees providing feedback to and from school.
- Represent the PSG on parent interviewing panels and discussion groups as required.
- Custodian of PSG constitution & By-laws

### Vicechair

- Assist chairperson in all of his/ her duties and commitments
- Fill in for chairperson in his/ her absence as and when required
- Prepare weekly bulletin points
- Update parents' social media platforms with necessary news and information
- Posting and announcing all the psg activities and events and news related to the same
- Be a part of all set meetings and contribute there in

### Secretary

- Responsible for PSG meeting correspondences (minutes, agenda, etc)
- Responsible for PSG school representative's emails
- Updating of PSG documents (Class Representatives Handbook, etc)

### Treasurer

- Maintain financial records of income from PSG fundraising.
- Reports financial standing at each PSG meeting
- Keep a record of all receipts and expenditure for PSG hosted events

### Secondary School Rep

- Attend Junior School parent rep's meetings
- Junior School parent rep's liaison
- Junior School communication liaison

### Activity Support Coordinator

Make arrangements & organize volunteers sign up for PSG hosted events.