



TASSO
*Promote and protect
interests of parents
in Tasmanian State
Schools and Colleges.*

Tasmanian Association of State School Organisations Inc.

Is the peak parent body in Tasmania and is an active member of the national parent organisation - Australian Council of State School Organisations.

Represents you on government and non-government committees and working groups.

Is committed to the promotion and protection of student and parent interests in state schools and colleges in Tasmania.

Keeps you informed through our website, Facebook page, forums, eNewsletter and an annual conference.

Makes regular comment on education and related issues through the media.

Provides guidance and resource materials for running parent groups and participating in School Association Committees.

TASSO always welcomes new volunteers!

ABOUT US:

Tasmanian Association of State School Organisations Inc. is an independent community based organisation, founded in 1947 to provide a key support network and independent voice for parents of students in our state schools.

One of our key objectives is to provide accurate information, useful guidance and resources to parents.

More information can be found online at: www.tasso.org.au
or contact our State Office: 15 Rowitta Road Lindisfarne
Postal Address: PO Box 183, Lindisfarne TAS 7015

Ph: 6243 7718 email: info@tasso.org.au

SUPPORTED BY



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Government

Support provided by the Department of Education

A Guide to the Duties of Office Bearers



TASSO

*Working to promote & protect the interests of parents
and students in Tasmanian state schools and colleges*

CHAIR PERSON

It can be very daunting for parents stepping into the role of Chairperson for their School Association. The role of Chair Person must be filled by a parent of community member and NOT an employee of the Department of Education. The following tips for the Chair may help to ensure that your meeting runs smoothly
Good chairing can be learned.

Define the purpose

The key to successfully chairing a meeting is to be absolutely clear about the purpose of the meeting. Knowing the purpose of a meeting requires some thinking to be made about priorities and clarification of what needs to be achieved, and by when. The Chair needs to know the meeting agenda inside out well before the meeting starts.

Clarify the rules

Ensure that everyone knows the rules of the meeting. The following questions should be taken into consideration: Is it a formal or an informal meeting? Will decisions be made through consensus or will a formal voting procedure be followed? Whichever style of meeting is chosen and agreed upon, it is the Chair's job to maintain consistency throughout the meeting.

Switch into neutral

As a Chair you must remain neutral at all times. If there is an item on the agenda about which you feel strongly, ask someone else to take the Chair for that agenda item so that you are able to participate more freely in the debate. Introduce each agenda item with a brief summary of the background to the item and then quickly pass on to someone else.

Being Inclusive

Ensure that everyone has an opportunity to speak, regardless of English capabilities, beliefs, ethnicity, culture or disability. This may mean slowing things down for people. Just remember to be respectful and your meetings will be better off.

Keep your hands firmly on the reins

If someone wants to dominate or divert the agenda it is up to the Chair to bring them to order. As stated earlier this scenario, which can result in things becoming personal and destructive, becomes less likely if the rules are stated and agreed upon before the meeting.

No matter how rattled you may feel inside, keep the purpose at the forefront of your mind. Drop your shoulders, breathe evenly and speak in a calm, low voice.

Try using the following:

"I appreciate your concerns, Lee. Time is short for this agenda item, let's return to the issue for discussion which is ..."

Or

"I'm afraid, David, your issues are not able to be covered by this meeting. We have to move on to the next item/come to some resolution on this item. I will call you later this week to work out the most appropriate ways to deal with your concerns."

Acknowledge the interjector by name, be polite and show that you are listening, do not put them down.

The art of communication

It is best practice for the Chair to acknowledge all members by name. A good Chair practices active listening and is able to acknowledge speakers with appropriate facial gestures and clarify or summarise their points when necessary.

Breaking a deadlock

When a topic has been fully discussed, the Chair should summarise the main points and put the item to the meeting for a decision or a vote. If as the Chair you feel that an item is far more complex than previously thought do not just let it run over time. You have a couple of options. You can:

- Extend the time for this item,
- Refer the item to a working group for a report at the next meeting, or

A good Chair facilitates discussion without taking over the meeting. This means creating an atmosphere where members can debate, struggle with issues, reach compromise and at times, agree to disagree.

DEPUTY CHAIR

The role of the Deputy Chair is to fulfil the role of the Chair on the occasion(s) that the Chair is unable to. It is best practice that the Deputy Chair meet all of the requirements of the Chair Person.

SECRETARY

The role of Secretary is to support the Chair in ensuring the smooth running of the meeting and keeping the lines of communication open between meetings.

The Secretary is required to;

- Receive items to be added to the Agenda
- Prepare the Agenda in consultation with the Chair
- Handle communication and correspondence
- Be the point of contact between meetings
- Circulate the agenda and any supporting papers in a timely manner
- Advertise meeting dates and times
- Take the minutes of the meeting
- Circulate the minutes
- Check that the agreed actions are carried out
- Maintain minutes and other documents belonging to the association.

TREASURER

The role of Treasurer is to oversee the financial administration of the association.

The Treasurer is required to;

- Ensure true and proper records and accounts of receipts and expenditure connected with the operations and business of the association are kept.
- Provide regular reports to the association on its financial business.
- The Treasurer's Report should include:
 - Bank Statement(s)
 - Balance Sheet
 - Profit & Loss Statement
 - Bank Reconciliation
- Be a signatory to all cheques and EFT approved for payment by the Association.
- Ensure all payments are approved by the Committee.
- Comply with limits set by the Association on amounts withdrawn from association accounts.
- Where the association is incorporated, together with the Public Officer, comply with all state and/or federal legislation relating to the management and reporting of accounts of incorporated associations. ie- organising an audit if required.

For more information on the roles of office bearers, conducting a meeting or setting up your parent group contact our office by phone, email or call into the office.