

## **The Role of the Parent/Adult Representative Officer**

### **Introduction**

A Parent/Adult Representative Officer is a crucial role for any club. It means that the Club Committee gain genuine feedback from parents and its adult members. This feedback is essential to ensure the club is meeting its intended vision, mission, and objectives.

### **Responsible to:**

- The Club Committee

### **Responsible for:**

- A voice for all Parents/Guardians of Junior Members
- A responsibility and voice for Adult Members over the age of 18

### **Personal qualities and attributes:**

- Confident and approachable
- Enthusiastic with a good knowledge of the club's activities
- A strong communicator
- Well organised with great planning skills
- A good listener, with the ability to gain feedback to then share at committee level

### **Roles and Responsibilities within the club:**

- Listen to the parents/guardians of the Club's Junior Members, gaining feedback to help improve their experience at the club
- Listen to the Adult Members of the club, gaining feedback to help improve their experience at the club
- Attend Committee meetings, contributing from a parent/guardian/adult member perspective
- Encourage parents/guardians to assist in club activities and events
- Coordinate parents/guardians assisting in club activities and events

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