Melbourne Archdiocese
Catholic Schools

let your light shine
LUMEN CHRISTI

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Chairperson – Family Engagement Team Role Description

The Chairperson plays a vital leadership role in fostering a strong partnership between families and the school community. Acting as a guide rather than a 'boss,' the Chairperson ensures that the voices of parents and carers are heard and valued, while promoting positive and collaborative relationships with the Principal and teachers.

Key Responsibilities:

As the leader of the Family Engagement Team, the Chairperson is responsible for:

- **Facilitating Meetings:** Planning and chairing meetings in collaboration with the Secretary and Principal, ensuring they run efficiently and align with the Family Engagement Team Protocols.
- **Encouraging Participation:** Creating an inclusive environment where all families feel welcomed, valued, and encouraged to engage in school activities.
- **Promoting Fair Discussion:** Ensuring all voices are heard by fostering balanced discussions and managing meetings effectively.
- **Supporting Decision-Making:** Working with the Treasurer to maintain financial accountability, ensuring that all activities and initiatives are approved by the Principal, and following up on decisions.
- **Building Community Connections:** Actively welcoming and engaging with parents and carers, making them feel comfortable and involved in the school community.
- **Managing Meeting Dynamics:** Addressing and preventing personal issues from dominating discussions, managing attempts to monopolize conversations, and keeping meetings focused and productive.
- **Inspiring Engagement:** Acting as a motivator for the Family Engagement Team, fostering enthusiasm, and encouraging ongoing participation.
- **Key Requirements:**
    - Have a valid Working With Children's Check
    - Be willing to sign and abide by the MACS Parent/Guardian/Carer Code of Conduct

Key Considerations:

- Be responsive to feedback and comments from parents and carers.
- Take the time to meet and personally welcome as many families as possible.
- Maintain a supportive and constructive atmosphere during meetings.
- Ensure all discussions and actions align with the school's values and priorities.

The Chairperson serves as a role model for family involvement and a key advocate for strengthening home-school connections. Through effective leadership, the Chairperson helps create a welcoming and engaged school community where families feel empowered to contribute to their child's education.