

## ROOM REP GUIDELINES

These guidelines have been developed by School Council in order to assist you with your decision to sign up as Room Rep. If there is more than one Rep, then the duties can be divided up. If you want to sign up & would like help, ask another parent you know to share the job with you.

The following is an outline of the expected role you would play as a Room Rep:

1. A Rep is expected to attend the Parent School Council meetings. The meetings are held once a month (with the dates & times to be determined at the first 'organizational meeting' in September). They are approx 1.5 hour or less in length, depending on topics discussed or if a presentation is being made by a Guest speaker. If you can't make a meeting, try asking another parent to step in for you.
2. As Council supports various school activities throughout the year, there may be times when volunteers are needed. As Room Rep you would go back to the parents of the room you represent and ask for such help. You are not expected to go at this alone. We want you to feel comfortable delegating. Please speak to Council if there are any concerns.
3. We value your input at the meetings. There are times when Council must make financial decisions and this becomes everyone's concern. The more people present, the better the team work for this process.
4. It is also encouraged that you go back after a meeting and inform the parents (in a way that suits you), of the highlights of the meeting. You are also encouraged to discuss any pertinent points with the Teacher.
5. It is your choice how you would like to communicate with your parents. If you decide that email is the most efficient form of communication for you, please make sure you ask your teacher for a complete list.
6. As Room Rep, you can of course, still discuss with the Teacher any other activities he/she may require of you.
7. Duo rooms reps are always welcome! Sometimes sharing the task is easier and fun.

We hope this assists you in wanting to take an active part of what goes on at NHS school. It is for the benefit of the children that we as Council exist.

Council is here for you and to help you. So please don't hesitate to meet us and come be a part of our team. Thank you for signing up! 😊😊😊

Please contact me should you have more questions.

Regards,  
Tina Marie Baldwin, New Horizons School Council Chair  
[baldwins@shaw.ca](mailto:baldwins@shaw.ca)

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I would like to volunteer as room rep for class \_\_\_\_\_  
(TEACHER NAME & GRADE)

YOUR NAME:

EMAIL:

PHONE: