



Year Level Representative Roles and Responsibilities 2020

Year Level Representatives play a vital role at Galilee. They ensure our school families are kept up to date with what is happening, create long lasting connections for our families and support the class teachers.

In 2020 our Year Level Representatives role is as follows:

- Help coordinate and encourage involvement of year level parents to run one school event with the support of Parent Committee
- Assist in community involvement volunteering with the support of Community Partnerships and Marketing Leader (Carmen Carnovale)
- To circulate a year level contact list to all parents
- Support new families that join the Galilee community
- Liaise with Community Partnerships and Marketing Leader to communicate with year level parents and distribute information regarding Galilee events
- Notify the Family Liaison volunteer (Jess Conway) of families that might require additional support (births, deaths, hardships, illness, injury and so on)

Other suggestions:

- ❖ Organise year group catch-ups with and/or without children ie park plays, drinks catch ups etc. (approximately one per term)
- ❖ Consider a class gift/acknowledgement for year level teachers for birthdays and end of year thank you
- ❖ Conduct themselves in a professional manner at all times and be inclusive of all families in their year level
- ❖ Set a positive and confidential communication system with other parents and staff
- ❖ Be available to assist the classroom when required

Please email Carmen Carnovale (ccarnovale@gsm.vic.edu.au) if you are interested in volunteering to take on this role in 2020 or if you have any further questions.