



## The role of the Parent Activity Group Convener

The PAG tasks are widely varied. The PAG will usually meet at least four times a year and coordinate a range of events and activities that foster a sense of belonging for all families.

While the roles in the PAG can vary each year according to the participating members and their strengths and interests, there is one important role of the Convener that must be filled each year to ensure the group functions well.

The Convener is responsible for:

- Calling meetings
- Running the meetings (with an agenda if required)

- Ensuring meeting records are kept (i.e. Minutes/Notes – these can be delegated to another member)
- Sharing information with PAG members and other families
- Providing feedback to ECMS

To become the PAG Convener, simply volunteer your interest at the first PAG meeting. If there is not a parent member available to act as the PAG Convener, an ECMS staff member or educator will assume this role until there is a willing parent to take it on. ECMS educators greatly value the support of parents in convening and coordinating the Parent Activity Group. All parents are encouraged to participate in any way they can.



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More more information, visit [www.ecms.org.au](http://www.ecms.org.au)