



## Role Outline: Parent Representative

<b>NAME OF CLUB:</b>	Whipton Youth Football Club
<b>ROLE:</b>	Parent Representative
<b>RESPONSIBLE TO:</b>	Club Committee

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### Typical Responsibilities:

- Welcomes new parents in their team, ensuring they have a Membership pack and understand fees
- Collects and records all monies received, such as membership fees, presentation day monies, Christmas party funds etc
- Ensures prompt hand over to the Treasurer
- Acts as a liaison between parents and kit co-ordinator
- Acts a liaison between parents and event's organiser