



Role Outline: Parent Representative

NAME OF CLUB:	Whipton Youth Football Club
ROLE:	Parent Representative
RESPONSIBLE TO:	Club Committee

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