

**Parent Liaison Officer**

Role Description:

The parent liaison officer is the link between the club and parents. All queries regarding anything to do with the running of the club, or any problems the parent liaison officer should be contacted.  The Parent Liaison Officer is there for your benefit to ensure that any problems you are encountering are brought to the attention of the Committee.

Commitment:

Approximately 2-4 hours per month

Responsibilities:

* Attendance at meetings with both parents and the club
* Ensuring child welfare is understood
* Ensure an action plan is in place
* Communication with the club and parents
* Monitor incidents that occur in the club