

The SSA Class Liaison role

Each class at Southwell has a parent or caregiver identified as the Class Liaison whose role helps achieve the SSA objectives of friend-raising and fundraising within the school community. This person acts as the intermediary between the class parents and the SSA. At the beginning of the school year, the current SSA President will extend an invite to all parents to volunteer for the role of Class Liaison for their child's class for that school year. The role can easily be shared between two parents; an important consideration if you are thinking of volunteering but not sure if you will be able to find time.

This vital role works best when it is actively carried out within your class by:

- Promoting the SSA
- Attending SSA meetings
- Being a point of contact for new parents and welcoming them to the school
- Facilitating timely 'two way' sharing of information between parents and SSA
- Actively supporting SSA events and encouraging others to do so
- Directing parents to the correct communication channels. Please note, none of us is able to act as an intermediary between a parent and the school. If a parent approaches the Class Liaison with an issue, please do ask them to contact the school directly.
- Encouraging the 'community' culture within the school by arranging social gatherings and events external to Southwell where appropriate.

The SSA meetings take place at 7.30pm on Tuesday evenings in the School Dining Room, twice each term. Dates of the meetings are advertised on the School Calendar and the SSA Website (<http://www.southwell.school.nz/ssa.cfm>). All parents are welcome to attend the meetings.

If you would like to find out more or are keen to volunteer, please don't hesitate to contact me directly at yolandadup@xtra.co.nz