



Parent Representative Register – Role Description

Catholic School Parents Victoria

Catholic School Parents Victoria (CSPV) has provided you with a link to a subscription form to register a parent contact from your school on the CSPV School Parent Representative Register.

The purpose of the online consent form is to provide you with the opportunity to nominate a parent from your school advisory council, Parish/school board, parents and friends or other parent group within your school that is endorsed by you, the Principal, as a Catholic school parent/carer 'contact' on the CSPV School Parent Contact Register.

According to the CSPV Constitution, 'Parents' mean natural, adoptive or foster parents, guardians and caregivers of students attending Catholic schools in Victoria;

A CSPV Parent Representative may at any time seek to withdraw registration on the CSPV Parent Representative Register by providing notice to CSPV in writing to the Executive Officer by emailing executive@cspv.catholic.edu.au.

The role of the nominated CSPV Parent Representative is to facilitate communication between the CSPV Council and their Catholic school and to work alongside you as principal to provide relevant and timely information to parents in your Catholic school.

CSPV will provide the nominated school parent or carer 'contact' with the following information:

- A link to the CSPV website and to subscribe to the CSPV newsletter.
- Link to the CSPV Parent Representatives private Facebook group for sharing information and correspondence quickly and efficiently.
- The contact person's information will then be stored on a CSPV Parent Representatives Register and will be renewed every 12 months to ensure continuity of connection and communication. CSPV will automatically renew the membership unless advised by the school or the contact parent that the contact parent member has changed.
- Upon withdrawal from the membership, the parent representative will be removed from the CSPV Facebook group.
- Correspondence with the nominated contact parent may also be shared with you via email to ensure transparency and acknowledgment of the partnership between CSPV, parents and schools.

Please read each part of this form carefully. If you do not understand any part of this form or wish to seek clarification about the role of the parent contact, please speak to our Executive Officer, Rachel Saliba on 0419 371 876 or via email executive@cspv.catholic.edu.au.

CSPV Parent Representative Role Description

Parent Representation – Catholic School ‘Representative’ Parent or Carer

Catholic School Parents Victoria values the voice and perspective of parents in education. CSPV provides parent perspective at a system, State and National level through contribution on advisory committees, forums, via submissions, conferences and other methods to ensure parent voice is contributing to the improvement of education for all children across Catholic schools.

The role of the **CSPV Parent Representative** nominated to be on the **CSPV Parent Representative Register** will be to:

- act as contact person to represent parents in your specific school and act as a liaison with CSPV on matters of relevance to parents in Catholic education.
- collate information provided by CSPV and share, when appropriate and with your guidance as Principal, with the parents of children in your school.
- respond to any surveys or requests for feedback on topics or issues in education where CSPV are seeking parent perspective as part of collecting evidence-based feedback for contribution to submissions and/or advisory committees or to CSPV advocacy campaigns.
- share information provided by CSPV via our newsletter, encourage parents to subscribe to the CSPV newsletter and social media forums and to distribute any invitations to parent engagement events or other events of interest to parents related to education, parent engagement and parent leadership.

The role of the nominated CSPV Parent Representative is not:

- a council delegate nominated to sit as a member on the CSPV council. This is a specific role that requires parents to apply through the CSPV nomination process which can be found on the CSPV website. Parents are welcome to apply for a position on the council via this link: <http://cspv.catholic.edu.au/join-us/>
- representing CSPV at any events unless they are nominated as a volunteer parent member delegate to sit on the CSPV council or as a CSPV co-opted parent member delegate by CSPV council to represent CSPV at a specific forum or external committee.
- an advocate on behalf of CSPV. CSPV have their own strategic advocacy plan and may from time to time seek feedback on certain advocacy areas. CSPV follow a strategic and rigorous process prior to seeking feedback from parents on specific areas in education and in no way seek to undermine Catholic education.

Collection, use, disclosure and storage of nominated register member information

CSPV shall keep a CSPV Parent Representatives Register in which shall be recorded the name and contact details of all members. All information provided will remain private and confidential according to the [CSPV Privacy Policy](#).

If you need the link to register a parent/carers from your school, [please click here](#).