

**Parent Advisor Group (unincorporated)**

**Terms of Reference**

**Purpose**The role of the PAG is to create opportunities for families to build meaningful connections and to contribute to the unique early childhood education and care service community.

**Membership**

The PAG is mostly made up of families enrolled at or participating in the early childhood education and care service. Membership is open and any member can voluntarily join or leave the group at any time. PAGs can have up to 20 members at any one time. There is also the opportunity for community representation outside the participants of the (Early Education & Care) ECEC service.

Shine Bright Nominated Supervisor is responsible for informing parents about the PAG and is automatically a member of the PAG. Shine Bright encourages all parents to join and have the final decision regarding membership.

A PAG Convener will be voluntarily appointed at the first PAG meeting and will have the responsibility to call and chair meetings.

**Time Period Nominated**

Nominations for the PAG are received annually, usually at the beginning of the year. Members are encouraged to commit for 1-2 years membership but may serve a longer period to ensure continuity of knowledge and community connection.

**Expected Number of Meetings**

A meeting schedule will be developed by the Convener in consultation with all PAG members and include a minimum of four meetings a year. Meetings are held at mutually agreed days and times.

Meeting minutes/notes will be kept and made available to families and staff after each meeting.

**Resources**

The Area Shine Bright Early Years Advisor for the service is available to assist with specific or general requests.

**Fundraising Account**

The PAG will receive advice and guidance regarding the management of fundraising monies from the Shine Bright Finance Manager.

**Accountability**

Each PAG will have a Convener who is responsible for:

* Calling meetings
* Running the meetings (with an agenda if required)
* Ensuring meeting records are kept (ie. Minutes/notes)
* Sharing information with PAG members and other families
* Providing feedback to ECMS

If there is not a parent member available to act as the PAG Convener, a Shine Bright staff member or educator will assume this role temporarily while attempts are made to recruit a convener.

The PAG tasks may include:

* Coordinating a calendar or activities including fundraising, social and other events
* Finding ways to create a sense of belonging to the service for all families
* Representing ideas, issues and opinions of local families to Shine Bright.
* Developing partnerships and participating in the wider local community.