

Procedure Statement: Parental Liaison Officer

Introduction statement:

It has recently been highlighted to me that, whilst the level of support by uniform members is increasing for extra-curricular activities or to invited events, the level of parental support at these times is often limited.

Whilst some of this is caused by work and other family commitments, it was also highlighted that Parents may not be aware that they can come and support their sons attendance, they are unfamiliar with what is being listed in the Squadron e-news and how it applies to them, or are unfamiliar with the structure and activities of the Squadron and general AAL events, and feel they are *'imposing'* if they attend listed events.

Key roles and responsibilities

This procedure statement applies to a nominated parent whose role is envisaged as follows

- Liaison with Parents to bring to their attention activities which have been raised in the latest e-news which they and their son can attend, which will be of benefit to their commitment as a member, will support the Squadrons aims and objectives, and will engender interest in the member above what is undertaken on a Friday parade night;
- Liaison duties can be undertaken after final parade on any parade night, through email or telephone contact. A contact details list will be supplied by the OC;
- Duties will extend to support for fundraising activities such as enlisting volunteer help for sausage sizzles, attendance to support their sons at AAL Parades and Reviews, seeking attendance at Squadron fund raising activities conducted at Endeavour Hall (i.e: Garage sale); Clarification to parents of new items listed in the monthly e-news, and how those items can be supported by individual families or members (i.e ANZAC attendances)
- Welcome new parents, or those looking on with potential members, and be *"friendly face"* when next the parent attends the Squadron with their son/s.
- Working on developing and distributing a new parent member handbook

This list above is not exhaustive of identified roles to be undertaken by the liaison contact parent. It is expected that the experience gained by the liaison parent, as a result of their son's membership, will benefit their understanding of when and how they can effectively intervene when a role or responsibility not previously considered is identified.

Procedure Statement

The purpose of this statement is to address the identified need to inspire and encourage parents to consider that, as a result of their son's membership, they also have a role in making the Squadron successful in what it seeks to achieve for their sons development and interests.

The procedure further aims to address the confusion in a new parent as to just what the AAL is, as well as those parents who feel they can assist but just don't know how. It is further aiming to give all parents a sense of ownership of the Squadron they have joined their son to, being part of the means the Squadron has to achieve its aims and objectives as well as those of the AAL.

Michael Chamley
Officer Commanding
20 April 2012