

Roles and Responsibilities for P and F Executive and General Members

Presidents Role

A President ensures an efficient and well-run organization by:-

- Establishing good relationships – respect rights and responsibilities
- Vision of where heading and how it will succeed
- Developing a collaborative relationship with the school principal;
- Planning meetings in consultation with the Secretary and Principal;
- Following up on action from the previous meeting.
- Impartiality, Firmness, Tact, Commonsense, Confidence, Respect, Inclusiveness

Duties and Responsibilities

- Convene meetings
- Ensure meetings run according to constitution
- Give all an opportunity to speak
- Liaise with principal
- Ensure activities are sanctioned by principal
- Ensure financial accountability
- Provide opportunity for parent education
- Maintain relationships with Principal and Staff and other members
- Ensure all community members are informed

Vice President

The Vice President will support the President by:-

- Chairing the meeting in his/her absence;
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees.
- Being supportive and attending meetings.

Secretary

The Secretary is very important to the efficient operation of any organization. A Secretary needs enthusiasm, initiative and an ability to work with the President.

The Secretary is;

- Very important to the efficient operation of the organization
- The point of contact between meetings
- Conversant with all issues
- The link with the school office staff
- Enthusiastic and invaluable/able to work with (and at time around) the President.

Duties and Responsibilities

- Must be alert to guide and advise the president;
- Should be prepared in advance of a meeting by;
 - Notifying date/time/venue of the meeting;
 - Preparing and publishing an agenda in cooperation with the President and Principal;
 - Obtaining reports from sub-committees;
 - Sorting correspondence;
 - Noting apologies
 - Checking minutes of previous meeting;
- Give the impression of orderliness, files and necessary papers should be readily available
- After the meeting, Minutes should be written up promptly and actions taken on any decisions;
- Write letters in accordance with the instructions of the meeting or the President
- Confirm attendance of Executive and other appropriate people
- Keep all records and files for the Association
- Clear the mail regularly and keep the President informed on all issues
- Ensure all close communication and cooperation between the parent Association; office staff, school staff and parents
- Maintain a collaborative approach at all times

Treasurer

The Treasurer is a person of trust and responsibility. Management of the organisation's finances requires patience and time.

Duties and Responsibilities

- Must keep accurate financial records of all receipts and expenditure;
- Must issue receipts for all money received
- Pay all accounts as authorized
- Bank all money regularly
- Present a monthly financial report
- Arrange for an audited financial report for the Annual General Meeting;
- Arrange for the monthly bank statement and reconcile deposits and cheque books with the statements.

Members

Every parent/carer of a child who attends the school is a member of the P and F. Community members (friends) can also be members and a register should be kept.

Duties and Responsibilities

- Supportive
- Respectful
- Tactful and diplomatic
- Inclusive
- Prepared
- Pay attention