PRESIDENT

Role:
Establishing good relationships with all members of the college community.
Having a vision of where the P & F is heading and how it will succeed.
Developing a collaborative relationship with the leadership team.
Planning meetings in consultation with the Secretary & Head of College.
Following up on actions from the previous meeting

Responsibilities include:
1. At beginning of each meeting introduce self and committee members
2. Convene meetings and ensure meetings run according to constitution
3. Give all an opportunity to speak
4. Liaise with head of college to ensure activities are sanctioned
5. Ensure financial accountability
6. Provide opportunity for parent education
7. Ensure all community members are informed
8. Be decisive about what constitutes a P & F matter and what should be referred to the college
9. Give speech at Parent Information night & End of year functions
10. Attend New Parent Welcoming activities
11. Be a ‘seen’ member of the college
12. Write a report for the annual general meeting (AGM) and the year book
13. Organise and run special meetings for committee members only to discuss matters that pertain to committee members only. (It is suggested that these meetings be held at least once a term)
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.

Responsibilities include:

1. Collecting and sorting the mail (located at the Front Office)
2. Check correspondence on the p & f email
3. Liaising with the President & Principal to organise and circulate the agenda
4. Agenda to be circulated one week prior to meeting
5. Recording the minutes of the meeting
6. Collecting reports from relevant committee members
7. Type up minutes and circulate to committee members and interested parents via parents email
8. Arrange for minutes, in approved format, to be loaded onto P&F section of school website.
9. Keep all minutes taken in an organised format for easy reference
10. Write letters in accordance with the instructions of the meeting
11. Keep all records and files for the Association
12. Collect all committee member folders and USB sticks the month before the AGM and update them so they are ready to hand onto new committee members
13. Order badges for new committee members
14. Purchase USB sticks and folders for committee members if/when required
TREASURER

Responsibilities include:

1. Keep accurate financial records of all receipts and expenditure
2. Issue receipts for all money received
3. Pay all accounts as authorized
4. Bank money regularly
5. Present a monthly financial report
6. Arrange for an audited financial report for the AGM
7. Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements
8. Liaison with college finance secretary re annual commitments
9. Be responsible for the organisation and distribution of reimbursement and banking forms for committee members
VICE PRESIDENT

Responsibilities include:

1. Taking on the president role in his/her absence
   
   If the president is unable to attend a meeting, the vice president will chair the meeting. A copy of the agenda items for the meeting can be obtained from the P & F Secretary.

2. Performing other duties and responsibilities as required.
   
   The President and or the committee may from time to time request the Vice President to perform certain duties/tasks as required. These could range from liaising with College focus groups to attending functions on behalf of the P & F Association.

3. Amending the constitution (if necessary)
   
   From time to time, changes will need to be made to the constitution or Parental Code of Conduct. These documents can be changed at any time as detailed in Section 7 of the Constitution.
   
   It is suggested that these documents be fully reviewed every 2 years.

4. Reviewing and amending the bylaws of the constitution each year, the month before the AGM
   
   Changes to the Bylaws are done by a simple vote at a general meeting. The Bylaws are to be reviewed as a whole at the meeting prior to the AGM. Individual bylaws may be changed throughout the year at a general or special meeting.

5. Liaising with the Grants Co-ordinator (if required)
ASSISTANT SECRETARY

Responsibilities include:

1. Taking on the secretary role in his/her absence
2. Compiling items for the newsletter each week and sending, via email, to the school secretary
3. Compiling (with the President) and distributing the P & F Newsletter to be issued at the beginning of each term
4. Sending the Term P & F newsletter to the school secretary so that it can be added to the St Eugene College website
5. Checking and informing the secretary of any relevant emails sent to the P & F email address (to be decided in conjunction with the secretary)
Responsibilities include

1. Researching, collating and applying for grants for the college

2. Liaising with the leadership team, staff and P & F committee on the resources needed for application and reporting on same

3. Collating the necessary letters of support from members of the community

4. Informing parents and staff of submitted grant applications and their outcomes through the newsletter

5. Monthly progress reports to the P & F meeting – even if unable to attend (to be either emailed to the Secretary prior to the meeting or hand a copy at the meeting)
PR CO-ORDINATOR

Responsible for promoting the college and its activities in the wider community.

Responsibilities include:

1. Liaison with the local newspapers
2. Confer with the leadership team re events to be promoted
3. Collate all event articles that have been published
4. Monthly progress reports to the P & F meeting – even if unable to attend (to be either emailed to the Secretary prior to the meeting or hand a copy at the meeting)
Volunteer Co-ordinator

Responsible for co-ordinating the organization and implementation of volunteers to assist with college and P & F functions year.

Responsibilities include:

1. Issuing the Just One Thing form to be sent out with college fees prior to the beginning of each year.
2. Collating data collected from the Just One Thing forms and handing onto the relevant committee member.
DISCO CO-ORDINATOR

Responsible for organising the discos for the children of St Eugene College.

Responsibilities include:

1. Gathering a group of volunteers (outside the P & F committee) to organise & run these events

2. Advertising the event and organising ticketing. Events need to be advertised at least four school weeks in advance. (be aware of when holidays fall as events soon after the holidays need to advertise prior to the holidays)

3. Organising and running the event

4. Completing of reimbursement forms with receipts (to be given to Treasurer)

5. Counting of any monies and completing banking form (to be given to Treasurer)

6. Stocktaking of food/drink/other items after event

7. Monthly progress reports to the P & F meeting – even if unable to attend (to be either emailed to the Secretary prior to the meeting or hand a copy at the meeting)

8. Any promotion of events in the school newsletter or P & F term newsletter needs to be submitted to the Assistant Secretary by the weekend before the newsletter in which it is to appear. Each co-ordinator is responsible for writing the information that is to appear in the newsletter. The Assistant Secretary’s job to organise and submit all articles simultaneously.
STALL CO-ORDINATOR

Responsible for the Mother’s and Father’s Day stalls during the calendar year.

Responsibilities include:

1. Gathering a group of volunteers (outside the P & F committee) to organise & run these events

2. Advertising the event. Events need to be advertised at least four school weeks in advance. (beware of when holidays fall as events soon after the holidays need to advertise prior to the holidays)

3. Organising and running the event

4. Completing of reimbursement forms with receipts (to be given to Treasurer)

5. Counting of any monies and completing banking form (to be given to Treasurer)

6. Stocktaking of gifts after event

7. Monthly progress reports to the P & F meeting – even if unable to attend (to be either emailed to the Secretary prior to the meeting or hand a copy at the meeting)

8. Any promotion of events in the school newsletter or P & F newsletter needs to be submitted to the Assistant Secretary by the weekend before the newsletter in which it is to appear. Each co-ordinator is responsible for writing the information that is to appear in the newsletter. The Assistant Secretary’s job to organise and submit all articles simultaneously.