



St. Agnes' Primary School

Light in Darkness

P&F COMMITTEE ROLE DESCRIPTIONS

President

- Convenes and chairs P&F Committee meetings
- Determines the agenda of the meetings
- Plans in co-operation with the School Principal and other P&F Committee members, the fund-raising and social events for the year, delegating responsibilities and enlisting help
- Ensures that all areas of responsibilities of the P&F Committee are being carried out
- Attends P&F Committee Executive meetings with the Principal or the Principal's nominee as required
- Has signing authority for P&F Committee cheques

Treasurer

- Operates, with co-signatories, all bank accounts of the P&F Committee
- Banks all income received, pays bills and arranges floats for events
- Maintains records of all transactions, balances accounts and prepares and presents monthly financial reports at P&F Committee meetings
- Attends P&F Committee meetings
- Attends P&F Committee Executive meetings with the Principal or the Principal's nominee as required
- Produces an annual financial report for the Annual General Meeting of the P&F Committee.
- Updates cheque signatories list as required
- Has signing authority for P&F Committee cheques

Secretary

- Attends meetings & takes minutes with action items noted
- Attends P&F Committee Executive meetings with the Principal or the Principal's nominee as required
- Types & distributes minutes to P&F Committee members within one week of the meeting
- Types the agenda prior to the meeting & distributes it three days prior to the next scheduled meeting
- Types correspondence for the P&F Committee

- Maintains written and electronic files
- Acts as a back-up to the President to share & distribute the workload
- Assists the P&F Committee with organisation of events
- Submits all contributions for upcoming events to the school newsletter
- Accepts all incoming mail for the P&F Committee & distributes accordingly

Class Representative Co-ordinator

- Reports to the P&F Committee Executive
- Convenes a meeting of class representatives each term to outline and discuss their roles for the year and duties for each term
- Communicates between the P&F Committee Executive and the class representatives where necessary
- Co-ordinates the pastoral care with the class representatives
- Assists the P&F Committee with the organisation of events
- Liaises with the school office regarding new families and encourages class representatives to make these new families welcome, e.g. coffee mornings, nominating a buddy family
- Attends P&F Committee meetings

Class Representatives

There will be two Class Representatives per class.

- Co-ordinates the pastoral care with the Class Representative Co-ordinator
- Organises coffee mornings each term for their year level, advertising the event in the school newsletter giving at least two weeks notice
- Attends P&F Committee meetings
- Notifies the class families of new class members and any other details such as births as advised by the office
- Organisation of celebration of the class teacher's birthday
- Assists the P&F Committee with organisation of events
- Makes themselves known to class teachers and parents
- Makes themselves known to new families, fostering their involvement in the school
- Disseminates information to parents/guardians of the class, to foster inclusivity