

P&F Committee – Role Descriptions

Introduction

Parents and Friends is a subcommittee of the OPS School Council. It consists predominantly of a variable group of parents who meet monthly to plan social and fundraising events and activities throughout the school year. This subcommittee is led by a Convener who holds the position for the school year and also sits on School Council as a member. Several smaller planning groups form throughout the year to organize events and activities. As well as the Convener role and those of event and activity organizers, some other roles or tasks are required for the smooth running of P&F.

Convener

The Convener's role is to:

- Convene P&F meetings (monthly, first Tuesday of each month in term time).
- Oversee P&F activities.
- Attend School Council meetings (monthly, third Wednesday of each month in term time).
 - Present P&F initiatives to School Council for discussion and approval.
 - Note: Each P&F event needs to be presented to School Council for approval before it can proceed. This is required every year, even if an event has been run in the past.
- Present P&F event budgets to the Finance subcommittee/Business Manager (this can be achieved via email), for their approval.
 - Notes:
 - Budgets are created by the P&F Finance Secretary/Treasurer but are formally presented to School Council by the Convener.
 - Draft budgets must be sent by the P&F Finance Secretary/Treasurer and approved by the Finance Subcommittee (via the school's Business Manager) before an event can proceed.
 - Draft budgets must be approved by the Finance Subcommittee (via the Business Manager) before an event is put up for approval to proceed with the School Council.
 - Post event budgets created by the P&F Finance Secretary/Treasurer must be presented to the Finance subcommittee/Business Manager, and to School Council by the Convener.
- Keep the school Business Manager and Communications/Administration Manager updated either via email or in person of upcoming P and F events.
 - Before a date for new event is chosen or a new P&F project or event is progressed, it is always worth running the idea and date past the Communications/Administration Manager.
 - Anything involving processes that need money to be collect or counted should be run past both the school Business Manager and Communications/Administration Manager for their input before progressing.
- Support P&F activities as needed.

Vice-convener

The role of the vice-convener is to fulfill the obligations of the Convener when the Convener is not available.

If the Vice-convener role is not fulfilled there is an option to nominate different P&F committee members to take the place of the Convener to attend meetings such as School Council as required.

Meeting Secretary

The Meeting Secretary is responsible for:

- Agenda: Gather agenda items, write the agenda, circulate the agenda to the rest of the P&F subcommittee
- Minutes: Take minutes during P&F meetings, write up the minutes, circulate the minutes to the rest of the subcommittee
- Set the meeting schedule, along with the Convener Administration Coordinator

Communications Coordinator

- Write marketing blurbs for each P&F event
- Write P&F contribution to the School Newsletter (every second Wednesday)
 - Gather contributions for the rest of the P&F subcommittee for the newsletter
 - Write the content so it is presented in a consistent manner and tone
 - Compile and set layout of the newsletter information
 - Seek approval from Convener before sending the final information to the school's Communication/Administration Manager
- Monitor and maintain P&F email in the Google Drive
- Maintain the P&F Google Drive account (filing and retrieving documents, giving access for new people, helping others access the drive)

Finance Secretary/Treasurer

The Finance Secretary/Treasurer is responsible for:

- Working with the P&F committee and event coordinators to prepare a budget for the Convener to present to the Finance Subcommittee/Business Manager for approval. A draft budget must be sent to the Office Manager (as part of their role on the Finance Subcommittee) before an event can be approved to proceed.
- Create post event budgets to be presented by the Convener at School Council.
- Creating and updating the profit and loss statement as event planning progresses.
- Ensure each budget and P&L statement is on Google Drive.

Class Representative Coordinator

This role involves:

- Coordinating the process to recruit volunteer parents to be Class Representatives. (A class may have more than one representative.)

- Ensuring the role of Class Rep is communicated to each volunteer
- Composing or forwarding email communication to class reps for them to forward to the parents in their class. N.B. This role is suited to someone who checks his or her email reasonably regularly through the day.

Class Representatives

To see the roles and responsibilities of a Class Rep refer to the document *Class Rep Outline v3.0.doc*