

P&F Committee Roles and Responsibilities

President or Co-Presidents (Office Bearer Role)

- Oversee the development and engagement of P&F with the school and the community
- Develop fund-raising objectives and events for the school in conjunction with the school council, school and parents' feedback
- Work with the school and ensure financial accountability and agree fund usage priorities

Secretary (Office Bearer Role)

- Keep the communication between P&F and the community open and transparent
- Issue meeting reminders, agenda and take minutes for the meetings. Distribute and communicate key highlights to the community
- Upkeep and maintain the P&F Notice Board
- General record keeping using the P&F shared drive
- Write for the P&F Section in the weekly School Newsletter

Treasurer (Office Bearer Role)

- Oversee and report the P&F Profit & Loss statement working closely with the school

School council representative

- Bridge between and school council in areas such as fund raise objectives and updates. The incumbent will need to attend the monthly School council meetings on behalf of P&F.

Social media

- Engage with the school community via Milgate Primary School P&F Facebook Page
- Adhered to guidelines set out by the School and P&F

Marketing

- Design promotional materials for different communication channels.

Class representatives

- Based on information provided by the School, compile the Class Friendship List and organize the class' WhatsApp group for bonding and engagement
- Bridge the communication and feedback between the School, P&F and the respective class parents
- Organize social activities or playdates when and where suited