



Roles

President

The President's position carries a task of trust and responsibility and requires skill and time. The President should exercise authority with tact, be impartial and open to other points of view.

The main role of the President is to:

- Be the main representative/spokesperson for the PFA
- Liaise with the Committee members and set the agenda for meetings
- Be the main contact for agenda items
- Open the meetings punctually and ensure the agenda is followed
- Ensure those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made
- Make sure, particularly on contentious matters, as many points of view as possible are expressed
- Make sure everyone is given an opportunity to speak and encourage members to speak by addressing questions to them
- Work towards a collaborative approach with other members of school community
- Be mindful of timelines, keep discussions on track and keep meetings moving

Vice-President

The Vice President plays an important role by assisting the President with PFA responsibilities such as:

- Replace and chair meetings in the absence of the president.

Secretary

The Secretary is very important to the efficient operation of the PFA. The Secretary will work with the President and Committee members. Duties and responsibilities include:

- Taking minutes at PFA and Committee meetings
- Emailing (or photocopying) and distributing minutes to Committee members along with agenda one week prior to the next meeting

In consultation with the Principal and President:

- Providing a summary of the matters discussed at the meeting for
- display on a parents notice board and/or in the school newsletter
- Dealing with any incoming/outgoing correspondence

Treasurer

- The role of treasurer is now assumed by the schools' bursar

Committee Members

Committee members have a responsibility to:

- Attend PFA meetings as regularly as possible and send apologies if unable to attend
- Help organise PFA activities and projects
- Work towards the best possible outcomes being achieved
- Be mindful that discussions should be on topics which are relevant to the whole school community
- Facilitate and nurture positive home/school relationships within the parent community