



St Leonard's Parents' and Friends' Association (PFA)

Position Descriptions

RESPONSIBILITIES OF THE PFA

- 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 and be mindful at meetings that discussions should be on topics which are relevant to the whole school community. All PFA members should also facilitate and nurture a positive outlook towards the school and a strong home/school relationship within the parent community. All PFA members are expected foster a child safe environment and adhere to our Child Safety Policy, Volunteer Policy and Volunteer Duty Statement.

EXECUTIVE COMMITTEE

1. 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 role of President may be shared between two people.

The role of President is to:

- Be the main representative/spokesperson for the PFA
- Be responsible for all PFA activities and events
- Liaise with the Executive Committee members and set the agenda for meetings
- Be the main contact for agenda items.
- Check and approve draft minutes prior to Secretary distributing
- Liaise with Secretary to include summary PFA news in School Newsletter or as a separate PFA Newsletter on a monthly basis
- Provide the St Leonard's School Advisory Board with a written summary report of PFA activities and achievements.

PFA Meeting responsibilities include:

- Opening the PFA meetings punctually and ensure the agenda is followed, including a prayer
- Ensuring that those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made
- Making sure everyone is given an opportunity to speak and encourage members to speak by addressing questions to them
- Working towards a collaborative approach with other members of the community
- Being mindful of timelines, keep discussions on track and keeping meetings moving

2. Vice-President

The Vice-President plays an important role by coordinating the Class Representatives and assisting the President with PFA responsibilities.

Duties and responsibilities include:

- Coordinate the Class Representatives and oversee all Class Representative activities.
- Keep about 4-6 weeks ahead of the yearly schedule and advise committee members when the organisation of activities needs to begin
- Represent the Class Reps at any meetings where the class representative cannot attend
- Replace and chair meetings in the absence of the President
- Assist with the miscellaneous fundraising activities (e.g. Woolworths Earn & Learn, Coles for Sports, Village Cinemas)
- Have an active role in as many PFA activities as possible

3. Secretary

The Secretary is very important to the efficient operation of the PFA. The role of Secretary may be shared between two people. The Secretary will work with the President and Committee members.

Duties and responsibilities include:

- Taking minutes at PFA Committee meetings
- Assisting the President with the PFA communication to the School Advisory Board and the newsletter
- Distributing minutes to the Principal, Executive and General Committee members within seven days before the meeting
- Coordinating, completing and distributing the Schedule of Events for the year
- Keeping PFA event folders up to date and pass on to relevant Committee members when required for the organising of events/activities.
- Emailing the agenda to committee members one week prior to the next meeting.
- Completing and distributing Appreciation Certificates for businesses that support our school
- Maintaining an active role in as many PFA activities as possible
- Dealing with any incoming/outgoing correspondence

4. Treasurer

The Treasurer carries a task of trust and responsibility. The role of Treasurer may be shared with the Assistant Treasurer.

Duties and responsibilities include:

- Taking charge of monies of the PFA
- Keeping accurate financial records of all receipts and expenditure
- Be responsible for the PFA lockbox
- Banking all money regularly
- Reporting regularly on the PFA's financial position at PFA meetings
- Preparing a financial report for the AGM
- Maintaining an active role in as many PFA activities as possible

GENERAL MEMBERS

General members are all other members of the PFA and this includes Class Representatives and all other members including members of sub-committees.

Duties and responsibilities include:

- Attending PFA meetings and send apologies if unable to attend
- Helping to organise and run PFA activities
- Joining the organising committee for fundraising activities or school events, as required

CLASS REPRESENTATIVE

Each grade will have at least one Class Representative. Class Representatives will nominate themselves at the AGM, or when required.

Duties and responsibilities include:

- Attending PFA meetings as required and send apologies if unable to attend
- Helping to organise PFA activities at the classroom or class level - one social event per term
- Joining the organising committee for fundraising activities and taking charge of one school event per year across the level
- Welcoming new families joining the class group by making contact, inviting them to social gatherings and ensuring that they have the opportunity to feel included