



## **PFA Roles and Responsibilities**

### **PFA President**

- Run PFA meetings and review minutes.
- Act as the liaison between PFA and Koonung for requests and inquiries.
- Ensure PFA events have volunteer teams to support them.
- Represent PFA at events such as School Council, Information Night, etc.
- Serve as a point of contact and support for information regarding PFA events.
- Facilitate the funding process for teachers' requests for assistance.
- Write the end-of-year PFA report.

### **PFA Vice President**

- Assist the PFA President with activities and meetings.
- Collaborate with the President in planning and coordinating PFA events.
- Run PFA meetings in the President's absence.
- Serve as a point of contact and support for information regarding PFA events.
- Represent PFA at events such as School Council, Information Night, etc.

### **PFA Secretary**

- Record minutes of every PFA meeting.
- Document attendance and apologies.
- Record all correspondence received.
- Email minutes to the PFA group.
- Assist the President with correspondence as required.

### **PFA Treasurer**

- Liaise with Koonung Business Manager to manage PFA accounts (PFA account is a sub-account of school accounts; PFA has no direct access or control of the funds).
- Prepare PFA accounts using Excel spreadsheets before each PFA meeting.
- Must be proficient in Excel and good with numbers.
- Present a summary of income and expenditure at each meeting (Treasurer's Report).
- Prepare the annual budget for PFA activities and calculate available funds for PFA-funded purchases.

### **Events Coordinator**

- Lead and organize fundraising events and liaise with the school accordingly.
- Support the committee with other PFA events.

### **WhatsApp Admin Coordinator**

- Create a new Year 7 WhatsApp group annually.
- Update the Welcome flyer for the new Year 7 group for their info pack.
- Manage & moderate the WhatsApp groups for all year levels.
- Support the PFA committee, subcommittees, and parent representatives as required.

Please contact us at [pfa@koonung.vic.edu.au](mailto:pfa@koonung.vic.edu.au) if you have any questions or would like more information.