

Job Descriptions

PRESIDENT

The President is the public representative of the Committee to the school community. This role includes:

- Attending meetings and taking on the role of Chairperson at meetings. In the absence of the President, the Vice-President takes on this role.
- Liaising with the Principal and Board as required.
- Working with the Secretary to ensure the agenda for meetings is prepared, minutes are sent out in sufficient time, check minutes for accuracy, signing minutes and ensure that tasks which were to be completed between meetings are completed.

VICE-PRESIDENT

The Vice-President takes on the role of the President when he/she is unable to attend meetings and fulfil their obligations and generally assist the President in carrying out this role.

SECRETARY

- Attend meetings and take Minutes of Meetings.
- Distribute Minutes in sufficient time for the next meeting (preferably within 7 working days).
- In conjunction with the President, prepare the Agenda for meetings.
- Work with the school administration to circulate the notice of meetings and other communications to the parent community.
- Attend to relevant notices for the Annual General Meeting (at least 21 days prior).
- Maintain a register of members containing name, address, date became a member and date ceased to be a member.
- Maintain a register of correspondence 'in' and 'out'.
- Maintain all legal documents, e.g. constitution, register of members, WWC checks and RSA certificates.
- Provide copies of WWC checks and RSA certificates to school Risk Manager.
- The Secretary is the main point of contact between the Association and Consumer Affairs Victoria. This role includes:
 - Notifying the Registrar of the appointment of a Secretary, changes to the Association's registered address or any special resolutions relating to the winding up of the association or distribution of assets.

- Lodging with the Registrar the Annual Statement and any supporting documentation within one month after the Annual General Meeting.

TREASURER

- Maintain adequate and accurate accounting records of financial transactions with full details of all receipts and expenditure.
- Liaise with the School in relation to any transactions made by the school on behalf of Parents' Association.
- Present a report on the financial position of the Association at each meeting and prepare an Annual Statement for the Annual General Meeting.
- Attend to banking as necessary and make all authorised payments. Please note that most of the banking and payment of accounts is done by the School on behalf of the Association via a Contra Account as authorised by the Treasurer.
- Liaise with the School about the Shelford Parents' Association Annual Levy.

GENERAL COMMITTEE MEMBERS

- General Committee Members (Ordinary Members) are entitled to attend all meetings and have the same voting rights as Office Bearers. The role of General Committee Members is to assist and support the Office Bearers in the running of and the co-ordination of activities undertaken by the Shelford Parents Association Inc.