DUTIES AND RESPONSIBILITIES FOR P&F EXECUTIVE POSITIONS

In holding positions of responsibility within Catholic school communities, parent leaders:

- Act as role models within the school community by reflecting the values and ethos of the school;

- Work constructively with the principal, the staff and the wider school community;

- Build and nurture a sense of community.

(Charter for Parents in Catholic Schools SA)

This resource includes duties and responsibilities for:

- President/Chairperson
- Secretary
- Treasurer
PRESIDENT/CHAIRPERSON - DUTIES AND RESPONSIBILITIES

- Be visible within the school and accessible to parents and the school leadership team.
- Promote and model constructive parent engagement in the school.
- Prepare and distribute the agenda prior to committee meetings.
- Ensure the meeting is properly convened in accordance with any guidelines/Charter.
- Ensure meetings begin and end punctually and adhere to the agenda. Point out major changes to the circulated agenda.
- Sign the minutes of the previous meeting once they have been accepted as a true and accurate record of that meeting.
- Attend to incoming and outgoing correspondence (ideally prior to the meeting).
- Follow up on actions from the previous meeting.
- Try to ensure speakers keep to the point but don’t suppress people’s imagination.
- Summarise actions decided from the meeting, clarify person responsible for them and ensure this is noted in the minutes.
- Make sure speakers are not interrupted and private conversations among members do not take place.
- Make sure, particularly on contentious matters, as many opinions as possible are expressed and call for a vote if consensus cannot be reached.
- Make clear the procedure of voting.
SECRETARY - DUTIES AND RESPONSIBILITIES

- Develop a working relationship with the Chairperson of the Committee and your key school contact person.

- Negotiate with Chairperson who will be responsible for receiving, sorting and reporting on correspondence.

- Record minutes of Committee meetings including actions and responsibilities.

- Distribute minutes to committee members in a timely manner.

- Maintain an updated file/folder of minutes of Committee meetings and all records and correspondence.
TREASURER - DUTIES AND RESPONSIBILITIES

- Liaise with Principal/Business Manager/Bursar regarding the financial processes and procedures required for the management of P&F funds including:
  - Record keeping
  - Issuing of receipts
  - Payment of accounts
  - Management of monies received
  - Financial reporting to the Board and the broader school community at the Annual General Meeting.

Note:
The nominated P&F Treasurer is advised NOT to take sole responsibility for receiving, issues or storing funds raised by the P&F. Clarify and follow school processes for this.

NEVER take money home.