

ST PATRICK'S COLLEGE TOWNSVILLE

PARENTS & FRIENDS ASSOCIATION

Role of Office Bearers

- Working as a team
- President
- Vice-president
- Secretary
- Treasurer
- Sub-committee representatives
- Diocesan Council delegates
- Principal
- Parish Priest

Working as a Team

Establishing a good working relationship with the Principal of the College and, for a parish school, with the parish priest, is essential to achieving a common direction and to building a community team.

The office bearers form the Executive Team who work on behalf the whole P&F (which includes all the parents/guardians). The Executive Team are the parent leadership group and should:

- Arrange some planning and help the P&F set goals for the year
- Understand the constitution and apply it
- Ensure fairness and transparency in decision making, and
- Ensure accountability in financial matters

It is fundamental to the success of community-building that each party understands and respects the rights and responsibilities of the other parties. An effective leader, particularly in a Christian context, is not on about power play regardless of his or her official position and authority.

PRESIDENT

Role

The President is the leader but not the 'boss'. The key task of the president is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the Principal and Teachers. The President is a guide for and an example to all parents.

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CRICOS No. 03317K

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Duties and Responsibilities

A President leads the P&F Association by:

- Plan and chair meetings in consultation with the Secretary and Principal
- Ensure meetings run according to the agenda and the constitution
- Ensure fair discussion - give all an opportunity to speak
- Ensure activities are sanctioned by the Principal
- Work with the treasurer to ensure financial accountability
- Ensure decisions are carried out – follow up
- Encouraging parents to get involved
- Helping parents feel welcomed at the College

Some things to be aware of as president:

- Tune in to parent's/guardian's comments
- Respond to comments
- Meet as many parents/guardians as possible – welcome them individually to meetings
- Manage attempts to dominate the meetings
- Avoid one on one issues at meetings
- Stop 'personal issues' if these arise at meetings
- Avoid ambushes particularly of the principal

VICE PRESIDENT

The Vice President will support the President by:

- Chairing the meeting in his/her absence
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees
- Being supportive and attending meetings
- Playing a constructive role – not just an understudy

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SECRETARY

Role

The Secretary is very important to the efficient operation of any organisation. A secretary needs enthusiasm, initiative and an ability to work with the President. The Secretary's main functions are:

- Communication and correspondence
- Maintaining effective records
- Ensuring meetings are effectively organised and minuted

Duties and Responsibilities

- Prepare the agenda in consultation with the president and principal
- Notify members of meetings (date, time, venue)
- Keep good records
- Receive and manage the correspondence
- Obtain reports from sub-committees
- Write up the minutes
- Understand the constitution
- Guide and advise the president

There is more!

- After the meeting, minutes should be written up promptly and actions taken on any decisions
- Write letters in accordance with the instructions of the meeting or the President;
- Prepare minutes for school newsletter
- Confirm attendance of Executive and other appropriate people
- Clear the mail regularly and keep the President informed on all issues
- Ensure a close communication and cooperation between the parent Association, office staff, school staff and parents
- Maintain a collaborative approach at all times

TREASURER

Role

The Treasurer accounts for and reports on the finances of the P&F. The Treasurer needs to be a person of trust and responsibility.

Duties and Responsibilities

- Must keep accurate financial records of all receipts and expenditure
- Must issue receipts for all money received

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- Pay all accounts as authorized
- Bank all money regularly
- Present a monthly financial report – keep the P&F informed
- Arrange for an audited financial report for the Annual General Meeting
- Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.

SUB-COMMITTEES

Sub-committee can save time and ease the workload of the regular P&F meetings by dealing with particular projects and reporting back to the P&F meeting. Sub-committees must be set up by the decision of a P&F meeting and their task should be clearly defined in writing as part of the minutes of that meeting.

- Meet with your sub-committee colleagues and focus on the task
- Be prepared to report to P&F meetings
- Attend meetings regularly
- Send apologies if unable to attend
- Be cooperative at all times
- Responsibility for what has been agreed should be shared by all group members
- Attend to business of particular sub-committee to obtain outcome
- Ensure Terms of Reference for committee is adhered to

DIOCESAN COUNCIL DELEGATES

Role

To represent the P&F of your school at the Diocesan Council.

Duties

- Attend your school P&F association meetings
- Attend Diocesan cluster and/or diocesan council meetings
- Ensure correspondence from diocesan council is read and dealt with appropriately
- Report to the P&F about diocesan council meetings
- Take issues to diocesan council meetings

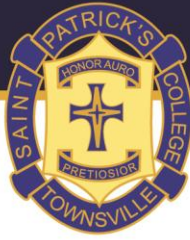
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PRINCIPAL

The P&F can only work well if it has a positive relationship with the Principal. The Principal is the CEO of the College. He/she is an ex-officio member of the Parents and Friends Association so the connection with the P&F is strong.

This connection is even more important when we recognise that the College and the family are partners in the education of our children. Connections between families and school that promote student learning contribute to students' success at school.

While the Principal has the final decision making role, parents/guardians expect that they will be based on good consultation. Also decisions made at P&F meetings must have the support of the Principal as he/she has ultimate responsibility for the College.

Activities of the P&F must be, under the constitution, carried out as agents of the College thereby needing the support of the Principal. The association is considered to be under the umbrella of the church entities act for legal and insurance reasons and the Principal is charged with responsibility for the College.

Key aspects of the Relationship

- Provides leadership, guidance and support
- Collaborative and cooperative approach
- Works with the President and Executive (as well as all parents/guardians)
- Provides information to the community
- Accessible to parents
- Develops the school profile - enrolment trends, demographics, mission statement, priorities, facilities, resources, parish links

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