



# PARENTS & FRIENDS NOMINATION

## FUNCTIONS OF THE P&F

The Xavier Catholic School P&F association is an important parent group, we aim to:

- Develop a real sense of community which reflects our Christian values.
- Work closely with the school principal and teachers and have a representative to the School Board.
- Play a major role in fundraising – to plan and organise fundraising activities which help provide needed resources for our children's classrooms and playground.
- Assist in helping organise social functions (we are not all about fundraising). We do have some fun too!
- Help out in the classrooms in some of the educational programs, at swimming and athletics carnivals, & school excursions where needed.
- Support our very dedicated and caring team of teachers and staff.
- Support parent and family education through guest speakers and parent information evenings.

## POSITION DESCRIPTIONS

### CLASS REPRESENTATIVE

This is an important role, in that the Class Representatives provide a friendly face and welcome the new families to their child's class. They also:

- Liaise between class teacher, families, and P&F.
- Represent their class at P&F meetings
- Assist the P&F in its activities: i.e. annual welcome sun downer/sausage sizzle, busy bees, fundraising, etc.
- Advise the P&F on relevant matters about your class i.e. purchase of cards/gifts for staff, families, etc.
- Encourage parent/family involvement from your class in P&F and class activities/events.
- Be there in general for each and everyone in our school community.

### CHAIR

The Chair should preside (act as Chairperson) at all General and Executive Meetings of the Committee. Other responsibilities are:

- Provide leadership for the Committee
- Acting as the committee's representative
- Exercise some supervision of the functions of other office bearers
- Ensure that adequate and efficient communication exists between the Committee and the Federation; between members of the Committee; between the School Board and the Parish council: and between the parents, Principal and staff of the school.
- Encourage parents and others to participate in the activities of the Committee and the school.
- The Chair always has a responsibility to all parents, teachers and children at the school.

## CO-CHAIR

The specific duty of a Co-Chair is to act as Chairperson at those meetings from which the Chair is absent.

The Co-Chair's role can be far greater than this, and the Co-Chair should be seen as the Chair's understudy.

The Co-Chair should offer to act as convenor for any sub-committees established by the Executive and to undertake other tasks to reduce the burden of the Chair. They should look on their role as an "internship", preparing for the day when they will become the Chair of the association.

## TREASURER

The Treasurer is required to:

- Prepare and present a finance report at each P&F meeting;
- Prepare and present the Annual Financial Report at the Annual Community Meeting;
- Prepare the annual budget to support the P&F Annual Event Plan;
- Collect and bank monies from fundraising events;
- Collate P&F reimbursement forms, petty cash receipts and supplier invoices and ensure they are correctly authorised before providing to school finance staff for payment;
- Ensure grant acquittal requirements are met (if applicable);
- Ensure motions relating to finance decisions, including approval of donations to the school, are presented to P&F Committee (where applicable).
- The Treasurer must follow the P&F Financial Practices Guide to ensure compliance to CEWA's Policies and Executive Directives.

## SECRETARY

Generally, the Secretary shall conduct the correspondence of the Association, shall have custody of its documents, and shall keep full and correct minutes of its proceedings. The Secretary also has a responsibility to ensure that all appropriate items are presented to members for discussion, and to act upon any decisions as directed by the meeting.

Essential duties include:

- To prepare the agenda for meetings.
- To attend to all outgoing and incoming mail and to decide which correspondence needs to be brought to the attention of members and which only needs to be 'tabled'.
- To keep a record of attendance and apologies of all meetings.

## GENERAL MEMBER

This applies to all parents and caregivers at Xavier. Anyone may attend the advertised P&F meetings and participate in and contribute to fundraising initiatives.

**CLICK HERE FOR THE NOMINATION FORM:**

<https://forms.office.com/r/cc51RWX1ae>