

## **PVPS PFA ROLE DESCRIPTIONS**

### **AIMS & OBJECTIVES**

Working in cooperation with the Principal and School Council, the PVPS PFA's main objectives are to:

- Contribute to the wellbeing of the school community
- Encourage the participation of all parents in the life of the school and the education of their children
- Provide opportunities for parents to get to know each other and to be informed about their child's school
- Provide opportunities for parents to extend their understanding of school operations, and general education policy
- Contribute to proposals on school policy and other educational issues (as identified or discussed with the Principal or School Council)
- Raise funds for the benefit of the school (optional).

### **PRESIDENT**

The primary role of the President is to provide leadership to the PFA. The President acts as chairperson for all regular meetings and the Annual General Meeting.

Key responsibilities include:

- Chair monthly PFA meetings and Annual General Meeting;
- Developing the agenda for the monthly meetings in conjunction with the Secretary;
- General support to all PFA members;
- Liaise and engage with the School Council and Principal;
- Attend monthly school council meetings to put forward any proposals and provide a brief overview of current fundraising and give feedback on current volunteer participation and future events.
- Liaise with School Staff to set the fundraising calendar for the school year to ensure there is no conflict with school excursions, camps, activities etc.
- Ensuring an adequate handover process is completed with new members at the start of each year.

### **VICE PRESIDENT**

The Vice-President is required to work closely with the President and acts as a support where necessary, stepping in if the President is unavailable to chair the Parent Advisory Group meetings.

Key responsibilities include:

- Chair monthly Parent Advisory Group meetings in absence of President;
- Liaise and engage with other PFA members, staff, Principal and School Council in absence of President;
- Undertake tasks as delegated by the President.

### **SECRETARY**

The main role of the secretary is to assist the President in monthly meeting agenda items and general communications regarding meetings, within the PFA, School Council and Principal and Staff. The role is to be supported by the Communications Officer.

Key responsibilities include:

- Preparing any relevant documentation prior to PFA meetings;
- Developing the agenda for the monthly PFA meetings in conjunction with the President and distributing to PFA members one week prior to the scheduled meeting;
- Recording and distribution of minutes of all PFA meetings;
- Following up on action items detailed in the minutes to ensure completion or alternatively items are rolled over to the next meeting by way of a check list at each meeting;
- Ensuring that all rules relating to meetings are complied with e.g. quorums, motions, voting;
- Maintaining PFA membership records;
- Organising, in conjunction with President, the AGM and the new PFA nomination process;

- Notifying School Council of any changes to committee;

### **TREASURER**

The primary role of the Treasurer is to make sure that the financial affairs of the PFA are conducted in an appropriate manner.

Key responsibilities include:

- Manage all financial aspects of the PFA;
- Liaise with Office to organize any floats required for events;
- Count, document and bank any monies received in conjunction with Office Staff;
- Provide report for each PFA meeting of monies raised and spent;
- Document and maintain financial records and monies raised.

### **COMMUNICATIONS OFFICER**

The primary role of the Communications Officer is to be the main communicator between the PFA and the School Community to ensure the PFA's objectives are met.

Key responsibilities include:

- Liaising with office staff to post all activities, events and communications from PFA onto Class Dojo;
- In conjunction with Secretary, managing any outgoing and incoming correspondence (including managing the Hotmail account and distributing/forwarding emails where appropriate);
- Liaise with PFA and Office staff to ensure any advertising communications are done via any other medium (such as posters, school advert board etc);
- Manage communications within the PFA and ensure all members have access to Communication platforms;
- Identify any communication issues and put forward to PFA any suggested improvements or changes;

### **FUNDRAISING COORDINATOR**

The PFA are responsible for arranging fundraising events throughout the year. These events must be organised the previous year and submitted to School Council for approval. Popular fundraising events are filed in the Hotmail One Drive.

Key responsibilities include:

- In conjunction with the President and all PFA Members, propose a list of events for the following year (towards the end of each year)
- Co-ordinate and manage a series of fundraising events during the course of the year;
- President to provide guidance and insight to the committee as to the various fundraising opportunities, taking into account past activities and their success as an indicator for future activities;
- Identify/suggest any new events or suggest improvements on prior events at the PFA meetings;
- Set targets for fundraising based on planned items of expenditure/
- Liaise with the Communications Officer/s to communicate fundraising events to the wider Kinder community in order to maximise participation and success;
- Liaise with the Treasurer to maintain comprehensive financial records of all fundraising efforts to ensure records of all dollar amounts are correctly accounted for and represented.

### **GENERAL MEMBERS**

If a parent or community member wishes to join the PFA but do not wish to have a specific role would be considered a 'General Member'. General members still have full voting rights but do not have specific roles. General members could sit on subcommittees where required.

