



## **PARENTS AND FRIENDS EXECUTIVE COMMITTEE**

The Parents & Friends Executive Committee is an integral part of the community of St Joseph's Memorial School. Parents join this association in a voluntary capacity to be part of their child's education and to actively participate in the organisation of a range of social, fundraising and educational activities. These guidelines aim to clarify the role of the P&F Executive, incorporating how it is intended to operate, and the close relationship the P&F Executive has with the Principal, the staff and the wider school community.

### **St Joseph's Memorial School Vision**

To develop through our Catholic identity, values and excellence for the 21st Century within a creative learning Community.

### **Purpose and Aims of the P&F Executive**

The role of the P&F Executive is to work to provide support to the school in various ways, including;

- promoting the school's Vision Statement;
- social interaction and functions within the school community;
- to raise funds to support the running of the school and for special projects;
- providing care and other support for those in need in the school community;
- co-ordination of school lunches;
- assisting in fostering the intellectual, cultural, social and spiritual interests of the school;
- providing opportunities for the development of community spirit among the staff and parents;
- meeting regularly to maintain a school focus and organise activities;
- communicating through the school newsletter all relevant P&F information;
- sharing time, talents and expertise for the benefit of the committee and the broader school community;
- providing a means for parents to contribute to the development of the school's policies and practices; and
- promoting the school within the wider community.

To achieve these aims the P&F organises a variety of events, functions, initiatives and support throughout the school year. These include;

- year level events and activities through representatives for each year,
- P&F coffee catch up meetings,
- Mother's and Father's Day stalls and celebrations,
- mothers and father's events/functions,
- whole school parent social and fundraising events e.g. annual social gathering, summer welcome evening,
- supporting school events e.g. Mission Day, St Joseph's Day,
- actively supporting and organising the annual Quiz Night,
- other fundraising events e.g. chocolate drive, entertainment books; and
- parent education sessions.



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## Committee Members

The P&F Executive Committee consists of the following roles and will be limited to 10 -12 members:

- Chairperson
- Secretary
- Treasurer
- P&F Board Representative
- Members

The Principal and one current staff member are included as members of the P&F Executive. A mix of parents from both campuses should be encouraged to become members.

## Meetings of the P&F Executive Committee

P&F Executive meetings are conducted at least once during the school term at a date and time convenient to most members. The P&F Executive Chair, (or nominated representative) chairs each meeting. Sub-committees of P&F members may be formed to oversee/manage individual P&F activities e.g. Quiz Night. These committee meetings are conducted independently and report back to the P&F Executive meeting as needed. Decisions are to be made by agreement by the P&F and Principal if necessary.

Members are expected to participate as follows:

- Attend meetings as regularly as possible and be punctual.
- Be prepared for the meeting by reading minutes of previous meeting and the agenda.
- Send apologies if you are unable to come to the next meeting.
- Listen and participate in discussion.
- Act always for the benefit of the school and the school community.
- Keep an open line of communication with the Chairperson and other Executive members
- Work towards the best possible outcomes being achieved.

## Finance and Fundraising

Funds raised by the P&F Executive are raised for the general good of the school and building a sense of community through events and initiatives. At the beginning of the school year the P&F Executive and the Principal (after staff consultation) will outline a desired list of projects to which funds may be allocated. The P&F Executive will advise the community of total funds raised and where funds will be allocated. Fundraising includes all initiatives, events, sales, sponsorship and grants obtained in support of the school.



## ROLES AND RESPONSIBILITIES

### 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.
- Liaise with the Executive and the Principal and set the agenda for meetings
- At meetings - Open the meetings punctually and ensure the agenda is followed. Ensure those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made. Make sure, particularly on contentious matters, as many points of view as possible are expressed. Be mindful of timelines, keep discussions on track and keep meetings moving. Ensure meetings begin and end punctually and adhere to the agenda.
- Attend to incoming and outgoing correspondence (ideally prior to the meeting).
- Follow up on actions from the previous meeting.
- Summarise actions decided from the meeting, clarify person responsible for them and ensure this is noted in the minutes.
- Exercise some supervision of the functions of other committee members.
- Liaise with any sub committees set up to organize events.
- Encourage families to participate in the activities of the P&F and the school.
- Provide a Chairpersons report at each meeting and the AGM, outlining P&F activities and accomplishments.
- Manage the P&F Calendar of Events and provide an update at each meeting to be circulated with the meeting minutes.
- Liaise with class representatives.
- Make sure all parents are given an opportunity to be involved.
- Work towards a collaborative approach with other members of school community.

### SECRETARY - DUTIES AND RESPONSIBILITIES

- Develop a working relationship with the Chairperson of the Committee.
- 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 Bursar regarding the financial processes and procedures required for the management of P&F Executive funds including:
  - Record keeping
  - Issuing of receipts
  - Payment of accounts



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- Management of monies received

The Treasurer will:

- Present financial at each Executive meeting.
- Organise the provision of floats and other loans to school related events with the Bursar.  
e.g. Stalls, Quiz Night.

## Other P&F Roles – Active Member Roles

The P&F Executive Committee requires parents to fill Active Member roles throughout the year. Once the calendar of events has been finalised a list of Active Member Roles will be sent out for volunteer interest. The P&F subscribe to the motto of “many hands make light work”, these roles enable us to share the workload of events and ensure we use as many people’s talents and time for the best outcomes. The Active Member roles will be responsible for the following:

- Fulfil the requirements of the role and other duties as directed by the Executive.
- Attend Executive meetings when necessary or provide an update report.
- Help organise Executive activities, projects, initiatives and provide other support as needed.

Roles Include:

- Class Representatives
- Quiz Night Coordinators
- Working Bee Coordinator
- Lunch Order Coordinators
- Mothers/Father’s Day Stall Coordinators
- Mother’s Day Morning Tea Coordinator
- Father’s Day Breakfast Coordinator
- Disco Coordinator
- Fathers Events Coordinator
- Hospitality Coordinator