ROLES AND RESPONSIBILITES
OF P&F OFFICE BEARERS

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Parents Walking Together in Partnership with School and Parish.
PARENT AND FRIENDS
ROLES AND RESPONSIBILITIES OF OFFICE-BEARERS

Before taking on a position with the Executive, some thought needs to be given to:
- adequate time available to do justice to the position
- genuine interest in the P&F Association

What is the executive committee?

- The executive committee is the group responsible for the management of the P&F.
- The executive committee comprises the president, secretary, treasurer and the Diocesan Parent Council representative together with the ex-officio members and other members elected at a general meeting.
- The parish priest (or priest representing feeder schools) and principal are ex-officio members of the executive committee.
- The executive committee has the power to make decisions at executive meetings on behalf of the P&F when appropriate and within the limits of clause 13.3 (allocation of funds).

PRESIDENT

Successful meetings very much depend on the President. S/he must uphold the new Broken Bay Constitution of the P&F. This implies a thorough knowledge of it.

Role:
It is the President’s role to ensure that:

1. The meeting is properly convened in accordance with the Constitution. This includes giving proper notice of the meeting, that a quorum is present, and that s/he is properly appointed to the Chair.

2. All rules and regulations pertaining to the new P&F’s Constitution are observed – including sub-committees.

3. An Agenda is prepared and circulated; this can be prepared with the help of the Secretary.

4. Appropriate meeting etiquette is maintained.

5. Those wishing to speak are allowed to do so.

6. S/he acts impartially and in the best interests of the P&F.

7. Decisions made at the meeting are acted upon promptly.

8. The meeting is closed only after all other business is concluded, or has been listed as Matters for Future Consideration.

President’s Responsibilities:
It is the President’s responsibility to:

- Ensure that the meeting is opened with a prayer/reflection.
- Verify the accuracy of any minutes to be presented.
- Sign minutes as correct when they have been confirmed.
- Ensure correct functioning of all office bearers and sub-committees.
- Perform customary courtesies – including thanking executives and other helpers, and welcoming new members.
- Where appropriate, sound out suitable people who may be available for executive positions or to act in other capacities, e.g. auditor.
- Not become involved in activities, which could undermine the President’s reputation for impartiality. In the event of a tied vote, the President should vote to maintain the status quo.
VICE-PRESIDENT
It is the responsibility of the Vice-President to:

1. In the absence of the President, chair the meeting in accordance with the role set down for the President.
2. Assist the President by attending official functions, which s/he may be unable to attend.

The role of the Vice-President may be viewed as a learning experience – it may provide an opportunity to learn more about the P&F in general and the President’s role in particular. It may also be seen as a position for an ex-President whose time is now more limited.

Points to Ponder

1. Just what is this meeting designed to do?
2. How should I go about this?
3. How do I ensure, with the least bother to anyone, that it goes this way?
4. Do I understand clearly all the issues on the agenda?
5. Can I delegate responsibility to encourage personal growth with the P&F?

SECRETARY
This position may be shared with the addition of one of the following: Assistant Secretary, Minutes Secretary, Correspondence Secretary or Publicity Officer.

A good Secretary’s motto could be “do it now”.

Role:
It is the role of the Secretary to:

1. Liaise with the President.
2. Supply the President with information pertaining to the effective functioning of the meeting, e.g. correspondence received, minutes recorded.
3. Assist/support the President in the running of the meeting.
4. To help the flow of information from the secretary to the broader school community, the summary of each meeting can be included in the school newsletter; as well as displayed on the school website.

Responsibilities:
It is the Secretary’s responsibility to:

a) Manage the day-to-day communications and records of the P&F.
b) Organise meetings, records accurate draft minutes and gets them formalised at the subsequent meeting.
c) Receive and deal with correspondence in a manner agreed upon by the executive committee.
d) Maintain copies of minutes and such correspondence as is appropriate.
e) Receive agenda items.
f) Pass on records, in good order, to the incoming secretary.
When formal motions are put forward to the P&F meeting, minutes should include:

1. A record of motions, noting mover, seconder and decision(s) made.
2. A record of notice of motion with mover and seconder.

**PUBLICITY OFFICER**

It is the responsibility of the Publicity Officer to:

- Communicate current and forthcoming P&F activities to the community. This may include distributing flyers, posters, notices of events sent to local newspaper and radio station.

**SCHOOL REPRESENTATIVE TO DPC**

It is the role of the DPC rep to:

- Be part of the P&F School Executive
- Keeps parents of his or her school informed about DPC issues
- Provides a written or oral report to parents at school meetings and ensures *Keeping you in the Loop* newsletters and other communications (i.e. parent Forum flyers) reaches parents
- Informs the DPC about parent concerns and issues
- Keeps in contact with the school principal and /or Parish Priest
- Ensures the DPC discusses Diocesan issues
- Attends DPC cluster meetings (usually one per term and one Parent Forum per term
- Attend annual DPC Leadership Evening and P&F 101

**CLASS PARENTS**

The aim of Class Parents is to:

✅ develop relationships between parents and staff
✅ link the parent community to the school
✅ provide an effective & supportive channel of communication between teacher & parents
✅ welcome and involve new parents at the school
✅ connect parents together through social activities & simple get togethers to build community

**CLASS PARENT COORDINATOR**

Class Parent Coordinator role will support class parents programs in schools.

- liaise with the school assistant principal and the grade coordinators to plan a calendar of events for the year
- facilitate two or three meetings per year with the class parent teams to encourage communication and planning
- liaise with the school Welcome Team and or / Pastoral Care Group to ensure particular support is provided to families as needed

**CLASS PARENTS**

- Plan social activities to network and engage parents at grade level
- Plan a variety of simple, cheap and casual activities to build a strong relationship between parents at grade level
- Provide a helping hand to the class teachers (appropriate to need)
- Network with the Welcome team for personal contact with new parents
- Support P&F activities as required
- Support school masses / liturgies
- Liaise with the P&F to plan a special activity for International Teachers’ Day
TREASURER

As treasurer YOU are responsible for ALL financial dealings of your P&F and its sub-committees (e.g. canteen, uniform shop etc).

It is wise to remember you may need to account for your actions at a later date and act accordingly.

The treasurer:

- Is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with clauses 6.3 and 13.
- Receives all monies and keeps appropriate financial records.
- Presents, at each general meeting, a statement of accounts showing current receipts and expenditure and a bank reconciliation since the last meeting, together with the outstanding balance, and shall present a bank statement for notation by the president and secretary.
- Organises the annual audit of accounts in accordance with 13.4 and presents the annual financial report of the P&F.
- Passes on records, in good order, to the incoming treasurer.
- The treasurer shall:
  - receive all monies and keep accurate records of all such monies received;
  - issue a receipt for all monies received;
  - obtain and keep receipts for all monies paid from the P&F; and
  - without delay bank all monies received intact. No money shall be withdrawn from the said account unless authorised by the P&F.
  - Prepares each cheque, signs it, attaches relevant invoice or other documentation and presents it to a co-signatory for endorsement.
  - All books, receipts, vouchers and monthly statements of account shall be made available to the auditors prior to the annual general meeting.

“To be a good Treasurer you must be careful, methodical and strictly honest”.
(Chairing and running meetings. Nina Valentine).

1. In the case of a recurring regular account, e.g., cleaning or canteen, the Treasurer can gain permission from the meeting to pay these accounts when they are received (as they are often 14 day accounts) and then ask the meeting to RATIFY the payment of these accounts.

For further support material and operational procedures for treasurers see the P&F Operational Handbook Resource manual.