



# PARENTS & FRIENDS

## ASSOCIATION

### **POSITION OVERVIEW**

#### **P&F President**

- Provides leadership for the Association
- Acts as the Association representative
- Exercises some supervision of the functions of other office bearers
- Ensures adequate communication exists between the Association and the College; between the Committee and members of the Association; between the Association and the College Board between the Association and parents, Principal and staff of the College
- Encourages parents to participate in Association activities

#### **Vice President**

- The Vice President acts as Chairperson at all meetings from which the President is absent.
- The Vice President should know the operation of the Association and have a working knowledge of meeting rules and procedure and could act as a convenor of sub-committees established by the Committee and undertake other tasks to lessen the role of the President.

#### **Treasurer**

- Responsible for all the funds received and expended by the Association.
- Maintains adequate records of account.
- Ensures all monies received are paid into the correct bank account.
- Pays accounts due by the Association.
- Ensures the record of accounts is audited before the Annual General Meeting.
- Presents a financial report of the Association at each meeting.
- Responsible for all funds generated by P&F fundraisers.

#### **Secretary**

- Takes monthly minutes.
- Handles incoming and outgoing mail.
- Emails minutes to committee members.
- Prepares agenda for each meeting.
- Ensures meeting attendance book is completed by each person present.

#### **Committee Members**

- Attend the monthly meetings. Help with the Fundraisers/Community Building events.

### **Parent Representative Coordinator**

- Liaises with the P&F and the Parent Reps. Inspires and encourages the Parent Reps in all aspects of school life.

### **Parent Representatives**

- Communicates between teachers and parents. Helps out in the classrooms/fundraisers/Arts on Twilight Cultural Festival, wherever possible. If you were a Parent Rep last year and would like to do it again, please contact Michelle Frost [mfrost@suncoastcc.qld.edu.au](mailto:mfrost@suncoastcc.qld.edu.au).