WORKING AS A TEAM
Establishing a good working relationship with the principal, staff and leadership of the school is essential to achieving a common direction and to building a community team with the best interest of all involved.

The office bearers form the P&F Leadership team (executive) work on behalf the whole P&F (which includes all the parents). The executive team are the parent leadership group and should;
• Arrange some planning and help the P&F set goals for the year
• Ensure fairness and transparency in decision making, and
• Ensure accountability in financial matters.

It is fundamental to the success of community-building that each party understands and respects the rights and responsibilities of the other parties. An effective leader, particularly in a Christian context, is not on about power play regardless of his or her official position and authority.

PRESIDENT
Role
The president assumes the role of leading the team, setting the tone and direction of the P&F and ensuring the smooth running and facilitation of all aspects of the P&F.

The key task of the president is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the principal, head of school and teachers in order to support and provide assistance to them. The president is a guide for and example to all parents.

Duties and Responsibilities
A President leads the P&F Association by:
• Plan and chair meetings in consultation with the secretary and principal/ head of school;
• Ensure meetings run according to the agenda and the constitution
• Ensure fair discussion – give all an opportunity to speak
• Ensure activities are sanctioned by principal
• Present projects and involvement ideas to the principal
• Gain direction from the principal to bring back to the P&F executive for consideration.
• In consultation with parents and friends, drive the direction of the P&F.
• Work with the treasurer to ensure financial accountability
• Ensure decisions are carried out – followed up
• Encouraging parents to get involved
• Helping parents feel welcomed at the school
• Coordinating and delegating responsibility for the activities of sub committees
• In conjunction with the Secretary, prepare fortnightly news segment for the school newsletter.
Some things to be aware of as president

- Tune in to parents’ comments and perceptions
- Respond to comments
- Meet as many parents as possible – welcome them individually to meetings
- Manage attempts by any individual to dominate meetings
- Avoid one on one issues at meetings
- Stop ‘personal issues’ if these arise at meetings
- Avoid ambushes particularly of the principal / school staff and administration.

SECRETARY

Role

Along with supporting the planning and leadership of the P&F team and activities, the Secretary ensures the efficient operation of the P&F through communication and recording of activities, discussion and events. The secretary needs enthusiasm, initiative and an ability to work with closely with the President. As part of the P&F Leadership team, the Secretary is a guide for and example to all parents.

The Secretary’s main functions are:

- Communication and correspondence
- Maintaining effective records of meetings, discussions and activities
- Ensuring meetings are effectively organised and minuted

Duties and Responsibilities:

- Support in the running and planning of P&F activities.
- Encouraging parents and friends to get involved
- Help parents feel welcomed at the school
- Prepare and print / send out the agenda in consultation with the president.
- Notify members of meetings (date, time, venue)
- Keep good records – Confirm attendance of members and contributors at all meetings.
- After meetings, minutes should be written up and distributed promptly (and actions taken on any decisions – through the P&F leadership team)
- Receive and manage correspondence to and from the P&F.
- Obtain reports from sub-committees - ensure a close communication and cooperation between the parent Association, office staff, school staff and parents;
- Guide and advise the president and chair meetings in the absence of the President.

There is more!

- Where required, write letters in accordance with the instructions of the meeting and/or the President;
- In conjunction with the President, prepare fortnightly news segment for the school newsletter.
- Clear the mail regularly and keep the President informed on all issues;
- Maintain a collaborative approach at all times

Treasurer roles and responsibilities on next page.
TREASURER

Role
Along with being a part of the planning and leadership of P&F activities and events, the Treasurer accounts for and reports on the finances of the P&F. As part of the P&F Leadership team, the Treasurer needs to be a person of trust and responsibility and a guide and example to all parents.

The Treasurer's main functions are:
- Manage all P&F Funds in conjunction with the President
- Make payments or reimbursements for P&F purchases.
- Advise the P&F leadership team (executive) of available funds for projects.
- Develop and maintain a budget for the P&F year and future year.

Duties and Responsibilities:
- Support in the running and planning of P&F activities.
- Encouraging parents and friends to get involved.
- Helping parents feel welcomed at the school.
- Must keep accurate financial records of all receipts and expenditure;
- Must issue receipts for all money received;
- Pay all accounts as authorised; • Bank all money regularly;
- Present a monthly financial report – keep the P&F informed.
- Present a financial report at P&F meetings: Note: There is no need for this to be extensive.
- Arrange for an audited financial report for the Annual General Meeting;
- Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.

SUB-COMMITTEES
Sub-committee can save time and ease the workload of the regular P&F meetings by dealing with particular projects and reporting back to the P&F leadership team. Sub-committees must be set up by the decision of a P&F leadership team and their task should be clearly defined in writing as part of the minutes of that meeting.
- • Meet with your sub-committee colleagues and focus on the task
- • Be prepared to report to P&F meetings;
- • Attend meetings regularly;
- • Send apologies if unable to attend;
- • Be cooperative at all times;
- • Responsibility for what has been agreed should be shared by all group members.
- • Attend to business of particular sub-committee to obtain outcome
- • Ensure Terms of Reference for committee is adhered to