

ELECTED PFA COMMITTEE POSITIONS

President

- Official spokesperson for the PFA
- Meets with Principal monthly to discuss items for next meeting's agenda
- Compiles the monthly agenda and chairs monthly meetings
- Compiles the President's report for the AGM
- Liaises with convenors of sub-committees
- Deals with the general inquiries of the community

Vice President

- Assists the President with their duties
- Carries out the President's duties in their absence
- Organises the PFA Christmas dinner meeting (including preparing guest list and organising invitations)
- Arranges monthly "Positive GK Feedback" sheet for including with daily bulletin

Secretary

- Collects and distributes correspondence to relevant PFA members
- Reports on, records, and files correspondence received for each meeting
- Records the minutes at each PFA meeting
- Prepares the minutes for distribution at the following meeting
- Prepares and sends letters of thanks re fundraising and special efforts

Treasurer

- Works with the Office Manger to monitor and report on the financial position of the PFA
- Deposits any proceeds to the bank account
- Reports on the financial position of the PFA at each meeting
- Prepares an annual report for presentation at the AGM
- Oversees financial transactions associated with PFA functions and fundraising activities

The mandatory positions to be filled (in line with our constitution) are: President, Vice President, Secretary and Treasurer

NB: ALL POSITIONS WILL BE VACANT. IT IS ESSENTIAL THAT THESE POSITIONS BE FILLED IN ORDER FOR THE PFA TO CONTINUE

OTHER VITAL PFA POSITIONS (Non-Elected)

Newsletter Editor

- Takes note at monthly meetings and prepares and distributes the monthly newsletter
- Collects proceeds for the PFA Trader

School Council Rep

- Attend School Council Meetings
- Report at meetings on matters discussed at School Council meetings
- Written report from PFA meetings presented at School Council meetings

Welcome Committee Convenor

- Welcomes new families to the school and advises them of the Rebel Sports and Ritchies IGA offer and provides their discount card
- Prepares Cheers & Tears morning tea (first day Preps attend the classroom)
- Organises the Twilight tea for Preps and new families
- Assists with tours and refreshments for Education week
- Assists with lunch and refreshments for Prep transition

Fundraising Convenor

- Prepares the fundraising schedule for the year
- Works with President and convenors of each Fundraiser

Grade Communicator Convenor

- Ensures all grades have a Grade Communicator
- Arranges meetings to ensure all Grade Communicators are active in their role
- Liaises with Principal/Assistant Principal to determine where Grade Communicator help is needed (eg. Communicating upcoming working bees, etc)

Social Convenor

- Introduces social events for the school community
- Works with President and convenors of each social event

Noticeboard/Web Page Editor

- Updates noticeboard as required (at least twice a month – before and after each meeting)
- Arranges to have web page updated after each meeting – liaises with staff member responsible for updating school Web Page