



2020 Committee Roles

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
- Oversees and Liaises with Conveners 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)

Secretary

- Collects and distributes correspondence to relevant PFA members
- Reports on, records, and files correspondence received for each meeting
- Records, prepares & distributes the minutes of each PFA meeting
- Prepares and sends letters of thanks re fundraising and special efforts
- Maintains PFA laptop, monitors emails & electronic filing system.
- Maintain & update the PFA volunteers register

Treasurer

- Works with the Office Manager to monitor and report on the financial position of the PFA
- Deposits any proceeds to the bank account
- Liaises with fundraising conveners for appropriate handling of funds received through fundraising events
- Reports on the financial position of the PFA at each meeting
- Prepares an annual report for presentation at the AGM
- Oversees preparation of the Fundraising schedule & budget in Oct/Nov each year for approval by School Council
- Coordinates the School Banking program and liaises with the Commonwealth Bank.

School Council Rep

- Attends monthly School Council meetings as a PFA School Council member
- Provides a written report to President of relevant matters discussed at School Council meetings
- Verbal report at PFA meetings on matters discussed at School Council meetings
- Ensure the School Council Secretary receives minutes from the PFA meetings

Welcome Committee Convener

- Welcomes new families to the school, providing information on the PFA
- Organises Cheers & Tears morning tea (first day Preps attend the classroom)
- Assists with tours and organises refreshments for Education week
- Organises and assists with refreshments for Prep transition

Grade Communicator Convener

- Assists classroom teachers/year levels in seeking 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 (e.g. Communicating upcoming working bees, excursions, community events, etc)

General Committee Members (5 or more)

- Assists with general PFA events & planning as required.
- Provides input on the direction of the group's activities.