I,……………………………………………………………………………………… (Print Name) wish to nominate for the below executive role on the St Kevin’s P&F Committee:

(Please tick)

☐ President
☐ Vice President
☐ Treasurer
☐ Secretary

I understand that should my nomination be successful, for the above role, it’s for a period of approximately 12 months and meetings are held monthly (school calendar). I further understand that these roles do require a commitment of time and undertake to be available to attend majority of P&F meetings and that I have read the attached Roles & Responsibilities document.

I am available to contribute some time in the following subcommittees or in general events as indicated below:

(Please tick)

☐ Grants Sub Committee
☐ Projects Sub Committee
☐ Events/Fundraising Sub Committee (e.g. fete’s, habits, walk a thon’s etc)
☐ Volunteer time in general as required.

☐ I am not a parent of the school but would like to attend meetings on a regular basis. I would therefore like to be a Friend of the St Kevin’s School P&F Association.

I can be contacted on the following telephone number/s ______________________________.

Signed ………………………………

Dated      /      / 2013

(Please return form to the school office or email to the Secretary on, christine.school.teacher@gmail.com, asap and preferably by Friday 8th March 2013)
To assist Parents/members to understand each role the following information has been provided and is an extract provided by our P&F Federation.

### P&F Office bearer’s roles and responsibilities

#### Working as a Team.
Establishing a good working relationship with the principal of the school and, in the case of a parish school, with the parish priest, is essential to achieving a common direction and to building a community team.

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. The Principal is the person who oversees the activities of the school community. He/she is an ex-officio member of the Parents and Friends Association and has the final decision making role. Decisions made at the meeting must have the approval of the Principal as he/she has ultimate responsibility for the school.

### PRESIDENT

**Role** - A President ensures an efficient and well-run organization by:

- Establishing good relationships – respect rights & responsibilities
- Vision of where heading and how it will succeed
- Developing a collaborative relationship with the school principal;
- Planning meetings in consultation with the Secretary & Principal;
- Following up on action from the previous meeting.
- Impartiality, Firmness, Tact, Commonsense, Confidence, Respect,
- Inclusiveness

**Duties and Responsibilities**

- Convene meetings
- Ensure meetings run according to constitution
- Give all an opportunity to speak
- Liaise with principal Ensure activities are sanctioned by principal
- Ensure financial accountability
- Provide opportunity for parent education
- Maintain relationships with Principal & Staff & other members
- Ensure all community members are informed

**Be Aware**

- Tune in to parents’ comments
- Respond to comments / correspondence
- Meet parents on arrival
- Note unusual attendance
- Attempts to dominate
- One on one issues
- Personal issues
- “Get the principal” attitude
**VICE-PRESIDENT**

**Role** - The Vice President will support the President by:

- Chairing the meeting in his/her absence;
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees.
- Being supportive and attending meetings.
- Ensure the Vice-President has a role to play – not just an understudy.

**SECRETARY**

**Role** - The Secretary is very important to the efficient operation of any organization. A secretary needs enthusiasm, initiative and an ability to work with the President.

The Secretary is:

- The point of contact between meetings
- Conversant with all issues
- The link with the school office staff
- Enthusiastic and invaluable able to work with (and at time around) the President.

**Duties and Responsibilities**

- Must be alert to guide and advise the president;
- Should be prepared in advance of a meeting by:
  - Notifying date/time/venue of the meeting;
  - Preparing and publishing an agenda in cooperation with the President and Principal;
  - Obtaining reports from sub-committees;
  - Sorting correspondence;
  - Noting apologies;
  - Checking minutes of previous meeting;
  - Give the impression of orderliness – files and necessary papers should be readily available;

**There is more!**

- After the meeting, Minutes should be written up promptly and actions taken on any decisions
- Write letters in accordance with the instructions of the meeting or the President;
- Prepare minutes for school newsletter;
- Confirm attendance of Executive and other appropriate people;
- Keep all records and files for the Association;
- Clear the mail regularly and keep the President informed on all issues;
- Ensure a close communication and cooperation between the parent Association, office staff, school staff and parents;
- Maintain a collaborative approach at all times
TREASURER

Role - The Treasurer is a person of trust and responsibility. Management of the organization's finances requires patience and time.

Duties and Responsibilities

- Must keep accurate financial records of all receipts and expenditure;
- Must issue receipts for all money received and pay all accounts as authorized;
- Bank all money regularly;
- Present a monthly financial report;
- 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-COMMITTEE MEMBERS

All members of the P&F executive and of any sub-committees have a responsibility to ensure that the best possible outcome is achieved.

- Be prepared for the meeting;
- 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
- Ensure report is provided to General meeting of P & F

PRINCIPAL

The Principal is the person who oversees the activities of the school community. He/she is an ex-officio member of the Parents and Friends Association.

Duties and Responsibilities

- Guidance and support, leadership
- Collaborative and cooperative approach
- Works with President and executive (as well as all parents)
- Provides information to the community
- Accessible to parents
- Answers questions
- Develops the school profile - enrolment trends, demographics, mission statement, priorities, facilities, resources, parish links

The Principal has the final decision making role. Decisions made at the meeting must have the approval of the Principal as he/she has ultimate responsibility for the school. Activities of the P & F must be, under the constitution, carried out as agents of the school thereby needing approval of the Principal. The association is considered to be under the umbrella of the church entities act for legal and insurance reasons and the Principal is charged with responsibility for the school.

MEMBER OR FRIEND OF THE P&F

All parents that have a child/ren enrolled at the school are automatically members of the P&F, whereas a friend of the P&F is a non-parent. The definition (an extract from the Constitution) is as follows;

“Ordinary member” is a parent/carer of a child enrolled at the school.

“Friends” are school teachers and staff (other than those with enrolled students attending the school) and other members of the Parish/school community interested in pursuing the objectives of the P&F Association by their
regular attendance at meetings. The names of the "Friends" are to be agreed to at an AGM or a regular meeting of the P&F Association.

Parents & Friends are reminded that they have a responsibility to meet the requirements of the P&F’s Code of Conduct at all times. This document can be located on the St Kevin’s school website.