President:
• Convene general & executive meetings.
• Present report of P & F activity at meetings.
• Ensure meetings run according to constitution.
• Liaise with Principal on events and activities.
• Ensure financial accountability.
• Maintain relationships with Principal, staff & other community members.
• Ensure all community members are informed of P & F business.
• Speak at Prep Information sessions & other events as required.
• Liaison/contact for committee members and event coordinator.
• Is a signatory to accounts and can approve expenses.

Vice President:
• Convene General & Executive meetings with President’s absence.
• Provides support and assistance to all Presidents’ responsibilities.

Secretary:
• Responsible for all P & F correspondence.
• Ensure actions are taken from each meeting and executed.
• Prepare agendas and minutes of meetings and distribute in a timely manner.
• Liaison/contact for committee members and event coordinators.
• Keep all records and files.
• Is a signatory to accounts and can approve expenses.

Treasurer:
• Keep accurate records of all financial transactions & ensure appropriate reconciliations are performed.
• Pay all accounts as authorised in a timely manner.
• Present a monthly financial report at P & F meetings.
• Arrange for an annual audit of the accounts.
• Is the holder of any cheque books.
• Is primary signatory to accounts.
• Prepare floats and banks takings from events as required.

Class Liaison Officer:
• Liaison for all class members for the year selected.
• Emails term letters to families for events being held in their classroom and school.

Events Coordinator:
• Liaison for P & F events.
• Ensuring timely preparation and communication of upcoming events to school community.
• Provides support for event coordinators when preparing for events.

General Committee Member:
• Provide support and assistance to all P & F roles when required.

Festival Convenor:
• Coordinates major fundraising event of the year – e.g. Multicultural Festival.
• In consultation with the school Principal, P & F President & Executive committee.

Fundraising/Grants Coordinator:
• Research & apply for grants.
• Organise other fundraising activities
• In consultation with the school Principal, P & F President & Executive committee.