

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.

