

ROLES OF THE P & F

PRESIDENT

- ❑ Preside over meetings
- ❑ Organise agenda for meetings
- ❑ Meet with the leadership team 1-2 a term (this can happen before the OP & F meeting)
- ❑ Help co-ordinate social events at the school
- ❑ Ensure that communication and information gets to parents
- ❑ Sign cheques
- ❑ Organise sub-committees such as Uniform, fundraising

VICE-PRESIDENT

- ❑ Stepping in for the president when he/she is unavailable
- ❑ Be available to help out at P & F social events

SECRETARY

- ❑ Record and publish accurate accounts of meetings
- ❑ Receive any P & F mail and direct to the appropriate people
- ❑ To write and send any correspondence
- ❑ Read Minutes at the monthly meetings
- ❑ Be available to help out at P & F social events

TREASURER

- ❑ Balance the books and have a report compiled for the monthly meetings (help and support is given in this area)
- ❑ Be available to help out at P & F social events

COMMITTEE

- ❑ Be prepared to be on a subcommittee
- ❑ Attend 1 to 2 extra committee meetings over the whole year
- ❑ Be available to help out at P & F social events

Having a sense of humour does help and being able to attend at least half the meetings (5) is important.