

PARENTS AND FRIENDS ASSOCIATION INC.
St. Luke's Catholic Primary School

P&F Objectives and Administration

Objectives

The primary objective of the St. Luke's Catholic Primary School Parents and Friends Association Inc. (P&F) is to fulfil the aims of the P&F in a spirit of Christian cooperation and to promote in the school an active relationship with Christ and His Church.

Aims

To adhere to the aims and objectives of the State Federation as laid down by the Constitution and approved by the Catholic Bishops of WA.

- To strive to develop at the school a real community of parents, teachers and students which reflect a truly Christian ethos.
- To work closely with the school authorities, in particular the school Principal who is the leader of the school community, to achieve common goals.
- To act as a liaison between the wider school community and Governing Bodies of the school.
- To ensure that a high level of social and educational interaction exists between home and school, parents and teachers.
- To encourage active participation and personal involvement in school programs by parents.

P&F Committee

Any parent of the school may nominate themselves as a member of the P&F Committee. The P&F Committee structure comprises of an Executive, Special Purpose Committee members and General Committee members. The Committee also includes a Board Representative and two Ex-Officio members.

The Executive

The Executive comprises of the President, Vice President, Secretary and Treasurer. The role of the Executive is to:

- Be responsible for the planning, management and organisation of the Association's affairs
- Be responsible for all financial matters relating to the Association
- Coordinate and hold regular meetings
- Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures
- Form and manage sub-committees to achieve effective results
- Appoint a person (President) to be responsible for the activities and dissemination of information pertaining to the Association's areas of responsibilities and sub-committees.

Special Purpose Committee Members

Special Purpose Committee Members have responsibility for managing specific tasks/projects/areas of the Association. All activities organised by Special Purpose Committee Members be ratified by the Executive. Special Purpose Committee Positions are:

- Newsletter Editor
- Fundraising Coordinator
- Grounds Coordinator

General Committee Members

General Committee Members assist the Committee and Special Purpose Committee Members as required.

Board Representative

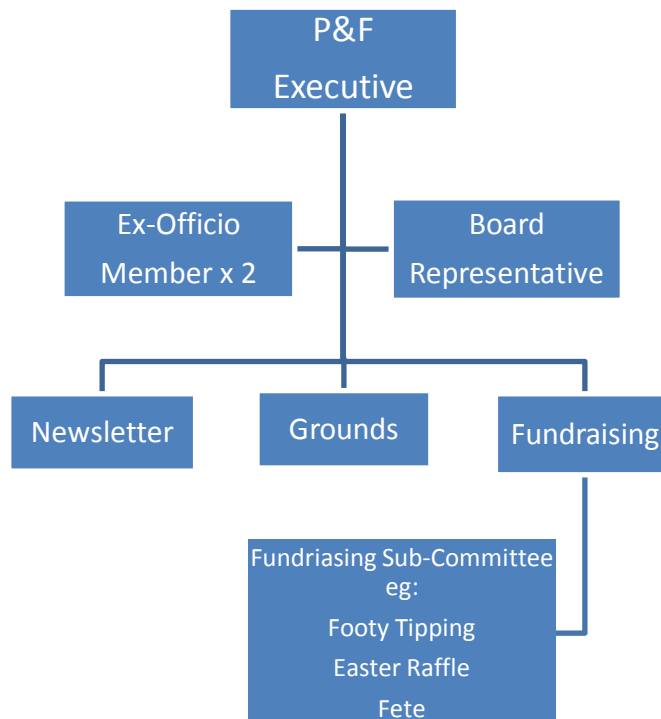
The Board Representative reports on any matters discussed at the School Board meeting which are relevant to parents or the P&F but are not of a confidential nature. The School Board Representative should also direct the Board's attention to any appropriate matters that the P&F Association seeks to raise at School Board level.

The P&F Board Representative helps facilitate a healthy level of communication between parents and the School Board, thus further enhancing the valuable on-going contribution by the P&F Association to the school community as a whole.

Ex-Officio Members

Ex-Officio members comprise of the School Principal and the Parish Priest. These members are encouraged to attend P&F meetings but are not entitled to vote at P&F meetings.

P&F Administration Chart



P&F Executive Role Descriptions

The following role descriptions are intended as a guide only. Each role may vary depending on the individual that fulfils the position and the requirements of the committee at the time.

P&F President

The P&F President has the fundamental role of providing leadership to the parent community which includes having an awareness of parental concerns and expectations and being an active participant in the school's fundraising planning and priority setting.

Responsibilities:

Responsible for formulating the annual objectives for the P&F and delegating duties in order to achieve this plan. Chairs Executive, P&F and other special meetings. Represents the P&F in meetings with the School Principal.

P&F Vice President

The role of the Vice President is to support the President and other committee members as well as to the school.

Responsibilities:

Support the President, other committee members and the class liaison representatives. This includes taking an active role in assisting with any events being organised by one of the sub-committees and escalating and resolving any issues encountered. The Vice President manages independent projects as required, attends the Executive, P&F and special meetings and assists with issues arising. In the absence of the Secretary, the Vice President will take minutes at meetings and relieve the P&F President in their absence.

P&F Secretary

The Secretary is the principal administrative officer of the Association. They contribute significantly to the smooth running of the P&F and to maintaining transparent communications within the school community (through accurate minutes etc).

Responsibilities:

Takes, distributes and displays meeting minutes. Keeps a continual record of the business of the P&F by maintaining the Minutes book. Writes letters as needed. Collects, reviews and distributes incoming mail. Attends Executive and P&F meetings. Receives queries from the school community and directs appropriately.

P&F Treasurer

This is a key role on the P&F Executive team. The P&F raises, manages and invests into the school a substantial amount of money each year. The Treasurer manages the planning and tracking of the finances of the P&F, ensuring the P&F is complying with Australian Accounting standards. An accounting background is preferred for this role.

Responsibilities:

Maintains financial records. Prepares regular financial reports. Oversees payment of P&F accounts and invoices (joint signatory, along with President or Secretary. Presents financial reports at Executive and P&F meetings. Prepares books and accounts for audit as required. Maintains P&F insurances. Provides high level analytical review of financial results.

Special Purpose Position Role Descriptions

Fundraising Coordinator(s) (Currently Non Functioning)

The role of Fundraising Coordinator can be shared by two or more people. Fundraising is a significant part of the P&F and requires support from the school community. To assist in the planning and execution of fundraising activities, a Fundraising Sub-Committee is to be formed and managed by the Fundraising Coordinator(s). The Fundraising Coordinator(s) will plan and manage fundraising activities for the year. They are not responsible for undertaking all fundraising activities themselves. It is the role of the Fundraising Coordinator(s) to manage, delegate and oversee all activities through the Fundraising Sub-Committee.

It is good practice, though not compulsory, to prepare a fundraising plan at the beginning of the school year. Proposed dates for events should be assigned and communicated. The fundraising plan/events must be ratified by the P&F Executive prior to organising any events, to ensure that they meet P&F objectives and can be funded accordingly. The fundraising plan/events should also be discussed and agreed with the school Principal to ensure that dates do not clash with School or Parish events or are in contravention of School ethos and principles.

The Fundraising Sub Committee may meet at regular intervals to plan, organise and execute fundraising activities. Events may be advertised through the P&F newsletter, P&F Website and using signage displayed through the school grounds. The Fundraising Coordinator(s) are required to provide a Fundraising Report (update) at the P&F meetings.

Grounds Coordinator

The main function of the Grounds Coordinator is to plan, coordinate and execute Busy Bees for the school. The Grounds Coordinator is to liaise with the School Grounds Keeper and Principal when arranging Busy Bees to help establish school priorities. The Grounds Coordinator also organises any landscaping work, such as retaining walls etc. that may need to be built using P&F funds. All works must be ratified by the P&F Executive and School Principal.

Newsletter Coordinator

The Newsletter Coordinator is responsible for collating and editing (where required) all articles submitted for the weekly P&F Newsletter. It is not the responsibility of the Newsletter Coordinator to write all the articles for the P&F newsletter, but to produce the newsletter based on the articles/notices they receive.

The P&F newsletter is to be produced weekly. A draft copy of the newsletter is to be submitted to the President and school Principal for review by close of business Monday each week. The approved copy can then be sent to the Secretary and school administration for uploading onto the school & P&F website.

The Newsletter Coordinator may use photographs in the P&F newsletter, however where school children can be identified, clearance must be obtained from school administration for the image to be published.