



Xavier Catholic School Parents and Friends Committee- 2016

Functions of the P& F:

The Xavier Catholic School P& F association is an important parent group, we aim to:

- ❖ Develop a real sense of community which reflects our Christian values.
- ❖ Work closely with the school principal and teachers and have a representative to the School Board.
- ❖ The P&F plays major role in fundraising - to plan and organise fundraising activities which help provide needed resources for our children's class rooms and playground.
- ❖ Assist in helping organise social functions (we are not all about fundraising). We do have some fun too!
- ❖ Help out in the classrooms in some of the educational programs, at swimming and athletics carnivals, & school excursions where needed.
- ❖ To support our very dedicated and caring team of teachers and staff.
- ❖ Support parent and family education through guest speakers and parent information evenings.

The President

The President should preside (act as Chairperson) at all General and Executive Meetings of the Committee.

Other responsibilities are:

- a) Provide leadership for the Committee
- b) Acting as the committee's representative
- c) Exercise some supervision of the functions of other office bearers
- d) Ensure that adequate and efficient communication exists between the Committee and the Federation; between members of the Committee; between the School Board and the Parish council; and between the parents, Principal and staff of the school.
- e) Encourage parents and others to participate in the activities of the Committee and the school.

The President always has a responsibility to all parents, teachers, children at the school.

The Vice President/s

The specific duty of a Vice-President is to act as Chairperson at those meetings from which the President is absent.

The Vice-presidents role can be far greater than this, and every Vice-President should be seen as the President's understudy.

The VP should offer to act as convenor for any sub-committees established by the Executive and to undertake other tasks to reduce the burden of the President. All VPs should look on their role as an "internship", preparing for the day when they will become the President of the Association.

The Honorary Treasurer

The Treasurer is the person appointed by members to be responsible for ALL funds received and expended by the Association. Duties are:

- a) To maintain adequate books of accounts
- b) To be responsible for the receipt of all monies received by the Committee
- c) To ensure that all monies received are paid into the bank.
- d) To pay accounts due by the Committee
- e) To ensure that all the books of accounts are audited before the AGM.
- f) To present an Audited Statement of Receipts and Payments to the AGM
- g) To present financial reports at other times as directed by the President i.e. Monthly meetings.

The Honorary Secretary

Generally the Secretary shall conduct the correspondence of the Association, and shall have custody of its documents, and shall keep full and correct minutes of its proceedings. The Secretary also has a responsibility to ensure that all appropriate items are presented to members for discussion, and to act upon any decisions as directed by the meeting.

- a) To prepare the Agenda for meetings.
- b) To attend to all outgoing and incoming mail and to decide which correspondence needs to be brought to the attention of members and which only needs to be 'tabled'.
- c) To keep a record of attendance and apologies of all meetings.

Class Representative

This is an important role in that the class reps provide a friendly face and welcome the new families to your child's class. Also to:

- a) Liaise between class teacher, families and P&F.
- b) To represent your class at P&F meetings
- c) To assist the P&F in its activities: i.e. annual welcome sun downer/sausage sizzle, busy bees, fundraising,...
- d) To advise the P&F on relevant matters about your class i.e. purchase of cards/gifts for staff, families...
- e) To encourage parent/family involvement from your class in P&F and class activities/events.
- f) To be there in general for each and everyone in our school community.

I would like to serve on the Xavier Catholic School Parents and Friends Committee for 2016.

I have read all the above information and am willing to give necessary time and effort required of the position.

Name: _____ Phone _____ Child's name _____

Email: _____

Nominate for Position of _____

PLEASE RETURN NOMINATION FORM TO THE SCHOOL OFFICE BY FRIDAY 20 NOVEMBER 2015