The Association is a group of parents and guardians, supportive of one another, who form an inclusive community of engaged people, assisting in the provision of a Catholic education for the children.

All of the roles below aim to work together to fulfil the objectives of the Association, as stated in the Constitution.

**Chair**

Successful meetings very much depend on the Chairperson. S/he must uphold the Constitution of the P&F Association with which they should be conversant.

**Role:**
To ensure that the meeting is properly convened in accordance with the Constitution. This includes giving proper notice of the meeting, a quorum is present, and that s/he is properly appointed to the Chair.

That all rules and regulations pertaining to the P&F’s Constitution are observed including sub-committees. (See P&F Constitution).

Review the Agenda of a meeting prior to distribution.

That the meeting begins and ends punctually pointing out major changes to the agenda.

That all motions and amendments are put in clearly understood terms and related to the business of the meeting.

That control of the meeting is maintained.

That an issue is thoroughly discussed, that those wishing to speak can do so, uninterrupted and that private discussion among members does not take place.

That s/he acts impartially and in the best interests of the P&F.

Note: The Chair must not take any side in a discussion. S/he must ensure that all points on both sides are raised and thoroughly debated. If the issue being discussed is one that the Chair feels very strongly about s/he should step down from the chair for that particular discussion which enables him/her to speak from the floor. The Vice Chair can take the chair. In the case of a tied vote the Chair is advised to vote to maintain the status quo. This is because a change in status should not occur by the majority of one vote particularly that of the Chair.

**Vice Chair**

**Role:**
In the absence of the Chair, the Vice Chair leads the meeting in accordance with the role set down for the Chair.

Maintain the P&F Association Dropbox access for the Committee.

Responsibility for P&F communications:
- P&F Association Noticeboard
- Inclusions to the School Newsletter

**Administration Officer**

The Administration Officer is central to the efficient operation of the P&F and responsible for the record keeping of the Association. The role requires organisational skills, initiative and an ability to work with the Chair.

**Role:**
To ensure the Agenda for P&F meetings is prepared and distributed as per the Constitution.

Ensure the minutes are taken at each meeting, distributed in a timely manner and filed for record keeping.
Maintain Dropbox folder filing.

All correspondence received is reviewed and distributed as appropriate.

**Finance Officer**

Maintain the Accounting records of the Association in conjunction with the School Bursar.

**Role:**
Be responsible for the receipt of all monies paid and received by the Association.

Correctly record and explain the financial transactions and financial position of the Association and keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time.

At each meeting, present the bank account statement, submit a report, balance sheet or financial statement and any other report as directed by the Chair.

Prepare an Annual Budget for the P&F Association.
Submit to members, at each AGM of the P&F Association, accounts of the Association at the end of the immediately preceding financial year.

**School Board Representative**

The P&F Board Representative requires the availability to attend both P&F and School Board meetings and act as liaison between the Board and P&F.

**Role:**
Attend School Board meetings in addition to P&F meetings.

Report to the P&F on matters discussed at the School Board meeting which affect the P&F Association and are not of a confidential nature.

Direct the Board’s attention to appropriate matters that the P&F Association wishes to have raised at Board level.

**Class Liaison Co-ordinator**

The Class Liaison Co-ordinator filters information from the P&F Committee and meetings to the Class Liaisons to ensure consistent information is distributed throughout the school/classes.

**Role:**
Ensure new Class Liaisons are aware of their role.

Create and maintain a contact list of all Class Liaisons.

Update welcome letters for the new year.

**P&F Class Liaison**

The Class Liaison is the face of the P&F within the class group.

**Role:**
Create and maintain a class contact list.

Attend P&F meetings whenever possible.

Welcome new parents to the class/school.

Read weekly School Newsletter for articles applicable to their class/year level and communicate with their class.

Communicate applicable matters as directed by the Class Liaison Co-ordinator.

Liaise with the class teacher on matters pertaining to their class.