

OUR LADY OF VICTORIES P&F ASSOCIATION Executive Role Descriptions



*Our Lady of Victories
Shortland*

OUR LADY OF VICTORIES SHORTLAND

PARENTS & FRIENDS ASSOCIATION



*Our Lady of Victories
Shortland*

The Parents and Friends (P&F) Association of Our Lady of Victories Shortland, is managed by its elected Executive members. The function of the Executive is to plan, manage and organise the Association's affairs in consultation with the wider parent body and the principal and in accordance with its rules, regulations and constitution.

The Executive are responsible for the calling of regular General Meetings (usually held on the fourth Monday of the month) where all parents, the principal, teachers and priest should be invited.

Executive Meetings can be held prior to General Meetings to plan the agenda; look at issues that have been raised; finalise arrangements; and ensure the smooth running of the association. Such meetings should include the principal.

EXECUTIVE ROLES, RESPONSIBILITIES AND ELECTION PROCESSES

EXECUTIVE ELECTION PROCESSES

Executive positions are appointed at the Annual General Meeting held each year in February.

Candidates for executive positions can nominate themselves or be nominated by others. Nominations need to be seconded by an executive member.

The Principle will conduct the election and declare the result. If there is more than one nomination for the same position, then positions will be determined by a ballot as per the constitution.

Executive position appointments are for a period of one year, with the option of reappointment yearly to a maximum term of three consecutive years served in any one position.

OUR LADY OF VICTORIES SHORTLAND

PARENTS & FRIENDS ASSOCIATION



*Our Lady of Victories
Shortland*

PRESIDENT POSITION DESCRIPTION

The President is the head of the P&F Association and is there to make sure the organization runs effectively in all areas including administration, finance, communication and consultation.

It is the President's **role** to:

- Provide leadership and act as a representative of the P&F Association and the parent body.
- Oversee the day to day running of the P&F and ensure that the P&F constitutes if business in line with the aims, vision, and values of the P&F Association
- Ensure that all rules and regulations pertaining to the P&F's Constitution are observed including sub-committees. (See P&F Constitution).
- act impartially and in the best interests of the P&F.

It is the President's **responsibility** to:

- Support and encourage all volunteers and executive members
- Adhere to the Constitution
- Ensure effective, regular and respectful communication between the P&F, the school community and the wider community.
- Foster and utilize skills of all committee members and parent body.
- Foster fair participation of all members and ensure that all new members and parents are made to feel welcome
- Ensure correct functioning of all office bearers and sub-committees.
- Where appropriate, sound out suitable people who may be available for executive positions or to act in other capacities.
- Not become involved in activities which could undermine the President's reputation for impartiality.
- Ensure proper handover of tasks and on the job training are provided as required

Meetings

- Ensure that meetings are opened with a prayer/reflection.
- Perform customary courtesies – including thanking executives and other helpers, and welcoming new members.
- Verify the accuracy of the minutes to be presented.
- Sign minutes as correct when they have been confirmed.
- Ensure that meetings are properly convened in accordance with the Constitution. This includes giving proper notice of the meeting and that a quorum is present
- Ensure that an agenda is prepared and circulated, this can be prepared with the help of the Secretary.
- 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. (See Code of Conduct).

OUR LADY OF VICTORIES SHORTLAND

PARENTS & FRIENDS ASSOCIATION



*Our Lady of Victories
Shortland*

- That an issue is thoroughly discussed, that those wishing to speak are allowed to do so, uninterrupted and that private discussion among members does not take place.
- Decisions made at the meeting are acted upon promptly.
- The meeting is closed only after all other business is concluded.
- The President 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 President 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 President can take the chair. In the case of a tied vote the President 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 President. It is worth mentioning here that when the status quo is to be changed (for example in the case of school uniform) it should be established prior to a vote being called what % must be in favour of the change for it to take place. It is usually 65-75%.

Weekly/Monthly snap shot

In any given week, the President of the Parents and Friends Association at OLV would:

- Have informal contact with other members
- Check at school office for any correspondence (is this the secretary)
- Discuss matters with Principal
- Action governance requests
- Check associations email account for correspondence
- Co-sign cheques
- Provide guidance to executive as required

VICE PRESIDENT (if elected)

The role of the Vice-President can be viewed as a learning experience – it may provide an opportunity to learn more about the P&F in general and the President's role in particular.

It is the Vice President's responsibility to:

- Provide support and assistance to the President in all functions as required.
- Chair the meeting in accordance with the role set down for the President in the absence of the President.
- Assist the President by attending the official functions which s/he may be unable to attend.

OUR LADY OF VICTORIES SHORTLAND

PARENTS & FRIENDS ASSOCIATION



*Our Lady of Victories
Shortland*

SECRETARY POSITION DESCRIPTION

The secretary is central to the efficient operation of any organisation. Attributes of a good secretary are common sense, initiative, organisational skills and an ability to work with the Chair.

It is the Secretary's **role** to:

- Carry out the responsibilities of managing the day to day communication and documentation of the P&F Association
- Liaise with the President and assist in the running of meetings.
- Supply the President with information pertaining to the effective functioning of the meeting e.g. correspondence received, minutes recorded.

It is the Secretary's **responsibility** to:

- Organise, record and maintain accurate information pertaining to the activities of the P&F
- Have custody of all documents of the Association excluding financial records.
- Prepare the Agenda in consultation with the President and parents (calls for agenda items to go in the newsletter together with invitations to meetings).
- Note attendance and apologies.
- Make available all Inward and Outward correspondence to the meeting.
- Write any letters necessary to carry out P&F decisions.
- Note any points of Agenda for the next meeting.
- Prepare and circulate draft of minutes to the President and the Principal shortly after the meeting for sign off and ensure Draft Minutes are available from the school office. Minutes are not official until they have been formally accepted at the next meeting as an accurate record and signed by the President.
- Where agreed, provide a summary of Minutes for the school newsletter and official minutes for upload to the school website, school Facebook page, compass app.
- Prepare Minutes of meetings to provide a formal record of what decisions were made; what topics were discussed; what actions were agreed to and time frame within which they are to be completed. Minutes are prepared in an accurate, concise and timely manner, expressing only the facts, not the writer's opinion.

Weekly/Monthly snap shot

In any given week the Secretary at OLV would:

- Prepare notices for school newsletter and liaise with Nicole prior to 10am on Thursday morning to have notices included
- Request Facebook notices
- Call for agenda items for meeting (once monthly)
- Monitor email account
- Type meeting notes (once monthly)

OUR LADY OF VICTORIES SHORTLAND

PARENTS & FRIENDS ASSOCIATION



*Our Lady of Victories
Shortland*

TREASURER POSITION DESCRIPTION

The treasurer carries a task of trust and responsibility and must produce complete and transparent records in order to protect the Association and themselves.

It is the Treasurer's **role** to:

- Oversee and undertake the day-to-day financial dealings for the Association including the sub-committees – e.g. fundraising, social events, and canteen.

It is the Treasurer's **responsibility** to:

- Maintain the P&F bank account, which is operated by the Treasurer and any one of the following signatories signing jointly: President, Vice President, Secretary, and Principal.
- Keep accurate financial records of all receipts and expenditures using spreadsheet.
- Issue receipts for all monies received.
- Pay all accounts as authorised by the meeting. If accounts need to be paid prior to the meeting, the Executive (President, Secretary and Treasurer) should endorse payment and ratify at next meeting.
- Maintain petty cash to reimburse small expenses if agreed by the P&F.
- Bank all money regularly. Note: Monies should be counted by two individuals for checking and banked on the day of receipt. If not possible, then arrangements should be made with the principal for the security of cash in a locked safe or the school safe.
- Prepare monthly financial statements for General Meetings and Annual Financial Reports for Annual General Meeting.
- Provide copies of the Financial statements/reports to the Secretary to include in the Meeting minutes (preferable via email not hardcopy)
- Prepare a monthly Bank Reconciliation.
- Ensure financial records are audited annually by an independent auditor and outcomes or advice coming out of the audit is communicated to the committee.
- Ensure accurate handover of financial information is provided upon vacating the position.

Weekly/Monthly snap shot

In any given week, the Treasurer at OLV would:

- Attend school office to count and verify moneys received
- Prepare and co-sign cheques to pay invoices received
- Account/monitor/track for moneys incoming and outgoing
- Process reimbursement request from other executive (petty cash) – IS THERE A REIMBURSEMENT CLAIM FORM? IS THERE ANY APPROVAL REQUIRED?
- Count and maintain petty cash float (how much?)

OUR LADY OF VICTORIES SHORTLAND

PARENTS & FRIENDS ASSOCIATION



*Our Lady of Victories
Shortland*

CANTEEN COORDINATOR POSITION DESCRIPTION

OLV Canteen is managed by the P&Fs Canteen Coordinator. This position is a voluntary position.

The canteen is open one day per week on Monday's and requires two parent volunteers to be present.

The Canteen Coordinators **role** is to:

- Oversee the general running of the school canteen
- Communicate and liaise with canteen volunteers
- Coordinate and manage the volunteer roster and contacts list
- Order stock and reconcile orders once received
- Provide adequate information and training for volunteers to effectively operate canteen
- Ensure that WHS and food preparation standards are communicated and adhered to
- Revise canteen menus and price list in consultation with the P&F executive and principal
- Ensure that all volunteers have completed the Working with Children Check

Weekly/Monthly snapshot and task

e.g. time required, Visits required, Phone calls....., Tasks to undertake.....

FUNDRAISING COORDINATOR POSITION DESCRIPTION

The fundraising coordinators role is to:

- Suggest fundraising ideas
- Coordinate fundraising events
- Order supplies, purchase food and drink for events
- Coordinate volunteers for events
- Produce flyers and information for events
- Prepare and distribute raffle tickets

As the executive has small number, many of the roles cross over, in the effort to assist each other.

**OUR LADY OF VICTORIES SHORTLAND
PARENTS & FRIENDS ASSOCIATION**



*Our Lady of Victories
Shortland*