



Ambrose Treacy College P&F Membership

The P&F Committee and Community members will comprise of:

Executive Committee

President

Vice President

Secretary

Treasurer

Year Level Co-ordinators

Y4 Year Level Coordinator + deputy

Y5 Year Level Coordinator + deputy

Y6 Year Level Coordinator + deputy

Y7 Year Level Coordinator + deputy

Y8 Year Level Coordinator + deputy

Y9 Year Level Coordinator + deputy

Junior School Class Liaison parent – one representative from each class

Y4 Class Liaison Parent

Y5 Class Liaison Parent

Y6 Class Liaison Parent

Task Coordinators

Communications

Technology

Care and Concern

Grants

Roles and Responsibilities

Parents and Friends Executive Committee

It is the role of the elected P&F Executive Committee to provide leadership, direction and request accountability of arranged P&F events by committee and community members (excluding ATC specific school run events).

President

The role of the President is to chair all regular Monthly Meetings, Special and Annual General Meetings, as well as any other meetings that may be deemed necessary by the Executive Committee.

The Presidents key responsibilities include:

- Representation of the general interests of parent
- Liaison with the Principal and College Leadership Team in respect of these interest
- Overall responsibility for the effective management of P&F
- Where required, represent the Committee in any official capacity
- Ensure the composure of meetings where Executives and Committee Members have the freedom of speech in a calm considerate environment

Vice President

The main role of the Vice Present is to fulfil the role of the President in their absence. Key responsibilities include:

- Acting as a representative of parents to both the Committee and Principal
- Provide summarised assessment of new events to be considered by the committee
- Ensure delegation of tasks to Co-ordinators

Secretary

The role of the Secretary is to record minutes of all Monthly, Special and Annual General Meetings, as well as any other meeting that may be deemed necessary. In addition, all mail should be received and sent as required.

Key responsibilities are to ensure:

- Accurate record of all meetings are kept
- Acceptable standard of reporting is maintained
- Management of all records for required calendar year
- Advise the Executives, Committee Members and Principal on matters pertaining to the Committee
- Liaise with school administration to publish Monthly P&F Committee minutes
- Call for agenda items for monthly P&F Meetings
- Distribute monthly P&F Meeting Minutes to registered directory members
- Update the Communication Coordinator with newsletter, Facebook and school app information for publication of approved events

Treasurer

The role of the Treasurer is to maintain an accurate record of the financial affairs of the Committee.

Key responsibilities include:

- Accounting of banked receipts
- Payment of all accounts of the Committee
- Ensure all bank accounts are reconciled on a monthly basis
- Present an accurate financial report to both the Executives and Committee Members at each P&F meeting
- Attend to all financial matters of any P&F events
- Provide at the Annual General Meeting, a fully audited report
- Advise the Executives, Committee Members and Principal on assessment of events and issues which may bring the Committee into disrepute

Year Level Coordinator (YLC)

It is the responsibility of the Year Level Coordinator to represent parents by planning events throughout the 2014 calendar year with assistance from Year Level Coordinator Deputy.

Co-ordinators will:

- Attend monthly P&F Committee meetings to provide a report on past events success, attendance numbers, income and expenditure, what worked and what didn't
- If unable to attend monthly P&F Committee meeting, liaise with deputy to attend on your behalf to provide update
- Provide 'Proposed Event Summary' form and overview to the P&F Executives and Committee for proposed future events for assessment including level of support required from the P&F, Technology and Communications Co-ordinator

In addition to P&F '*Role and Responsibility*', YLC will:

- Liaise with Year Level Parents to discuss what events parents want and would attend
- Liaise with deputy to consider and plan enjoyable social events, cost, venue, date etc.
- Schedule events around the current ATC P&F Calendar to bring individuals and families together in a social gathering that is socially enjoyable to attendees
- Complete 'Event Report Form' at completion of event and forward to P&F Secretary
- Promote P&F Calendar events and purpose to Year Level Parents to encourage participation
- Ensure all 'Event Checklist' and all forms forwarded to relevant persons

Care and Concern

- Liaises with College Leadership team about families in need of tangible support such as meals, student transport to sport etc.
- Attends monthly P&F meetings and provides updates on support given to families in need.

Communications

The Communications Co-ordinator's main objective is to develop promotional notifications and publications to be placed in the ATC newsletter.

The Communications Co-ordinator will:

- Assist the P&F with any committee notifications that need to be developed and forward same to the ATC Communications Coordinator
- Provide P&F Executive Team with draft of newsletter inserts, email, Facebook and school app notices for approval prior to distribution
- Attend monthly P&F meetings to provide the committee with an update on communication assistance provided
- Provide the Secretary with all communication for uploading onto the ATC pandf Gmail calendar, google and Facebook pages

In addition to P&F '*Role and Responsibility*', the Communications Co-ordinator will:

- Assist and liaise with co-ordinators to develop notifications and publications in the ATC newsletter
- Liaise with the ATC Communication Coordinator to place all communications in the newsletter to ensure a reasonable amount of time for advertising/notification is provided to families of all upcoming events

Technology

The Technology Co-ordinator will assist the P&F and co-ordinators to:

- Attend monthly P&F meetings to provide P&F Committee with an update on numbers registered for events
- Provide statistical report at Annual General Meeting relating to Try Booking and Volunteer Local events
- Provide an update on shortage of volunteer numbers for events to the Committee
- Advise Communication Co-ordinator at P&F Committee volunteer shortage for notification in the next ATC newsletter

In addition to P&F '*Role and Responsibility*', Technology Co-ordinator will:

- Create Try Booking events
- Place notifications on Volunteer Local for assistance for approved events
- Close all try booking and volunteer one events
- Compile a database of participants from the try booking and Volunteer Local system

Deputies

Year Level Parent Deputy

It is the responsibility of the Year Level Parent Deputy to assist the Lead Co-ordinator to plan events throughout the calendar year.

Deputies will:

- Attend monthly P&F Committee meetings when Co-ordinator is unable to attend to provide a report on past events success, attendance numbers, income and expenditure, what worked and what didn't

In addition to P&F '*Role and Responsibility*', the Deputies will:

- Liaise with other year level parents to discuss what events parents want and would attend
- Liaise with Lead Co-ordinator to consider and plan enjoyable social events, cost, venue, date etc.
- Schedule events around the current 2014 ATC P&F Calendar to bring individuals and families together in a social gathering that is socially enjoyable to attendees
- Promote P&F Calendar events and purpose to year level parents to encourage participation

Regular Committee Members

The P&F Committee welcome all community members to attend and participate in monthly P&F Committee meetings. It is recognised the P&F Committee has a number of *Regular Committee Members* that provide valuable input and output throughout the year.

The ATC P&F Committee welcomes freedom of speech, where every person is entitled to their own views and opinions and respects those of others attending monthly meetings.

Regular Committee Members play an important part in consultation, participation and final delivery of P&F run events.

Community Members

All parents or carers who have a child enrolled at Ambrose Treacy College are considered Community Members of the ATC P&F Committee.

We understand that Community Members may not always attend P&F monthly meetings but may contribute ideas in other ways, such as through their Year Level Co-ordinator or another Regular Committee Member. They may also be able to contribute on an event basis by which their coordination and management of an ATC P&F event contributes to the fabric of the association. The P&F Committee values the input provided by Community Members and encourages parents and carers to attend at least one P&F monthly meeting if able.