



AMBROSE TREACY  
COLLEGE

## Parents and Friends Association

### Executive

President  
Vice President  
Secretary  
Treasurer

### Roles and Responsibilities

#### Parents and Friends Executive

It is the role of the elected P&F Executive 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 parents and caregivers
  - Liaison with the Principal and College Leadership Team in respect of these interests
  - Overall responsibility for the effective management of P&F
  - Where required, represent the Committee in any official capacity
  - Ensure the composure of meetings where the Executive 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 meetings 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 Executive, Committee Members and the 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 Executive 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 Executive, Committee Members and the Principal on assessment of events and issues which may bring the Committee into disrepute