

## **2016 P&F Committee roles**

### **Background**

The SCEGGS P&F Association Inc rules provide that the Committee shall consist of 11 people who are the five office bearers, namely the President, two Vice Presidents, the Secretary and the Treasurer, and up to six other 'ordinary' Committee members.

Positions are open for election in November at the AGM. The President commits to a two-year term. Other Committee members commit for the year ahead (November through November) but usually stay for two years (or longer).

All Committee members are expected to attend the Committee meetings on the first Tuesday of each term and where appropriate give a report of their activities. They are also expected to attend General Meetings and P&F functions whenever possible. A brief summary of the P&F Committee roles follows.

### **1. President's role**

- i. Prepare for, attend and chair all Committee and General Meetings. There are four official Committee Meetings and three General meetings a year. This involves liaising with the Secretary and the Treasurer and ensuring all other Committee members fulfil their duties.
- ii. Invite Class Parents to and chair meeting in February.
- iii. Prepare publicity for P&F events via *Behind the Green Gate* as required.
- iv. Attend and speak at three Orientation Meetings for new parents per year.
- v. Attend first assembly in February and welcome new parents.
- vi. Liaise with Head of School and/or Head of Administration as needed on specific issues.
- vii. Attend as many P&F functions as possible (usually evenings).
- viii. Update Class Parents Manual and Carbon Copy.
- ix. Liaise with Head of Music to organise music for P&F events throughout the year.

### **2. Secretary's role**

- i. Prepare for, attend and chair all Committee and General Meetings. There are four official Committee Meetings and three General meetings a year. This involves liaising with the Secretary and Treasurer and ensuring all other Committee members fulfil their duties.
- ii. Prepare agenda and minutes of all P&F meetings and circulate.
- iii. Liaise with President about meetings.
- iv. Review and reply to correspondence.
- v. The Secretary is also the P&F Association's Public Officer.

### **3. Treasurer's role**

- i. Ensure that all money due to the P&F is collected, received and banked and all authorised payments are made (you need to be able to make regular daytime visits to the Accounts Department/General office).
- ii. Keep books and accounts including full details of the receipts and expenditure of the P&F. (Updated accounts are provided to the Committee at every term's Committee Meeting).
- iii. Provide annual accounts and arrange for them to be audited.
- iv. Attend P&F Meetings and report on financial accounts. Any two of the Treasurer, Secretary or the President may sign P&F cheques.

### **4. NSW Parents' Council Representative**

- i. Attend NSW Parents' Council events. (See [www.parentscouncil.nsw.edu.au](http://www.parentscouncil.nsw.edu.au) for details.)
- ii. Report to the Committee on any relevant NSW Parents' Council information and obtain further information from the Council if the P&F requires it.
- iii. Maintain a folder of Parents Council Newsletters, correspondence, etc.

### **5. P&F Old Girls' Liaison**

- i. Liaise with the Old Girls' Union on issues that may affect the OGU and the P&F. This position is ideally suited to a parent who is also a SCEGGS Old Girl.

### **6. Secondary School Convenor**

- i. Contact the current Class Parents in the Secondary School in October/November to find replacement Class Parents for the next calendar year.
- ii. Compile contact details list for new Class Parents and liaises with Ms Humphrey and Primary School Convenor.
- iii. Liaise with Secondary School parents as required.

### **7. Primary School Convenor**

- i. As for the Secondary School Convenor (i), (ii) and (iii) above but for the Primary School. Also attend the February Class Parent Meeting.
- ii. Organise and run the Paddle Pop days in Term I and IV.
- iii. Organise and run the K-2 and Years 3-6 Discos in Term III. The Primary Convenor will need help to run these events on the days, usually from Primary Class Parents.

### **8. Senior School Father/Daughter Breakfast Organiser** (this role does not require the holder to be a member of the P&F Committee)

- i. Liaise with Head of Administration on dates for the next calendar year and book the three dates for the Father/Daughter Breakfast 7 & 8, 9 & 10 and 11 & 12.

- ii. Invite suitable speakers for each event. These are typically inspirational women but have included male speakers and/or Old Girls.
- iii. Organise invitations to Fathers and Daughters and publicity in *Behind the Green Gate* and liaise with the President and General Office with all matters concerning the event.
- iv. Liaise with speaker and venue about speaker's IT requirements and generally liaise with Venue Events staff on numbers, etc.
- v. Buy a thank you gift for speaker.
- vi. Organise other members of the P&F Committee to assist on the mornings.
- vii. Act as the Master of Ceremonies to welcome speaker, guide questions and thank the speaker (until 9am on the day).

### **9. General Meeting Coordinator**

- i. Find and invite speakers for two evenings (in Term II and III) who will be of interest to parents (eg, Paul Dillon who spoke on drugs, alcohol and girls).
- ii. Liaise with Head of Administration on dates of General Meetings (November for the following year).
- iii. Liaise with the President and General Office Manager for all matters concerning the event, eg, publicity, IT needs, etc.

### **10. & 11. Two Events Coordinators**

This role is for two people who organise the February Cocktail Party in Term I and another event in Term II or III in a non-Fair year, such as a Trivia Night.

#### **Parent/Teacher Cocktail Party (Term I)**

- Liaise with School Catering Staff about catering and bar (numbers/price, etc)
- Liaise with General Office regarding invitations, RSVPs, payment, etc.
- Organise decorating the Hall.
- Organise 'meeting tables' for each couple of Years, eg K-2, 3-6, 7 & 8, 9 & 10 and 11 & 12 and colour coded label system to identify Year groups.

#### **Non-Fair year event**

- Organise another all school function in either Term II or III, eg Trivia Night or Dance in a non-Fair year.