



## **St Madeleine's Parents and Friends General Scope of Positions**

### **President**

The P&F President is expected to chair the meetings of all the P&F Executive meetings, together with the General P&F meetings. The Executive and General meetings are normally held on the same evening at least once per term. An Annual General Meeting is held at the beginning of the new year. The President will, from time to time throughout the year, be asked to attend events such as Kindy Information Evening and the Beginning of Year Welcome Function. The President will work with the Principal and Committee to prepare an Annual Fund Raising Plan based on the needs of the school and be available to assist all Committee Members in whatever is required.

### **Vice President**

The Vice President shall at all times assist and support the President in the performance of his/her duties. Where necessary, the Vice President will deputise for the President at meetings and functions. The Vice President will work with the Committee and share the work load of any event as required.

### **Secretary**

The P&F Secretary will at each Executive and General Meeting of the P&F take concise and accurate minutes. These minutes will be circulated to members of the P&F at the time of the next meeting. Working closely with both the President and the Vice President the Secretary will assist in the smooth running of the P&F Executive

### **Assistant Secretary**

The Assistant Secretary shall assist and support the Secretary in the performance of his/her duties.

### **Treasurer**

The role of the P&F Treasurer is also quite varied and some of the compents include:  
Reconciling bank accounts, preparing summaries and reconciliations during fund raising events; reporting to the P&F Committee regarding the status of accounts, preparing the books for the year end audit and liaising with the auditor.

### **Parent Co-Ordinator**

The Parent Co-ordinator encourages the Class Contact Parents (at least 2 per grade) to promote activities within their years to foster class unity. Class Contact Parents provide the Co-ordinator with dates and from this information an event calendar is created which is then made available to all within the St Madeleine's School Community. The Parent Co-ordinator is instrumental in assisting the Fund Raising Co-ordinator to find volunteers and then organise these volunteers in terms of tasks etc.

### **Kiss & Drop Coordinator**

Maintains and Coordinates the Kiss & Drop for the year

### **Fund Raising Co-ordinator**

The School Principal and the P&F Executive and Committee will establish goals for the coming year. The P&F Executive will identify the types of fund raising activities that are deemed suitable for the year. The Fund Raising Co-ordinator will then, with the full assistance and support of the P&F Executive, create teams that will work together to implement each fund raising activity.