



P&F Executive Nomination Form 2020

OLHC Catholic Parish Primary School P&F Association

Nomination forms can be completed and returned to the school office.

Nominations close Monday 3rd March 2020 at 4.00pm

Elections will take place at the P&F Annual General Meeting on Monday 3rd March 2020.

I, _____ (Person making nomination)

wish to nominate _____ (Person being nominated) as a candidate
for the position of:

Executive Roles

- ☐ President
- ☐ Vice-President
- ☐ Secretary
- ☐ Treasurer

Support Roles

- ☐ School Banking Leader
- ☐ School Banking Volunteer
- ☐ General Committee Member

Below can be completed prior to or at the AGM

Candidate

I accept the nomination for the position of

Name: _____ Signature: _____

Moved by:

Name: _____ Signature: _____

Seconded by:

Name: _____ Signature: _____

Note:

Candidates may nominate themselves.

P&F Executive Role Descriptions

EXECUTIVE COMMITTEE

The P&F is managed by the Executive Committee.

It is the function of the Executive Committee to:

- plan, manage and organise the smooth running of the P&F; · ensure the P&F works collaboratively and cooperatively with the Principal and Parish Priest;
- ensure the P&F's financial accountability in accordance with its Constitution; · organise regular General meetings of the P&F;
- conduct Executive Meetings prior to each General Meeting with the Principal; · set up and supervise any Committees of the P&F as required; and
- Represent the P&F at school and parish events as required.

The Executive consists of the:

- President
- Vice President
- Secretary; and
- Treasurer

Ex-officio members are the Principal and the Parish Priest.

Note that to fulfil an Executive role you should be willing to fulfil all duties of role for the entire year and be able to contribute reasonable hours to help at most P&F events. Including; organising, setup, clean up of events.

The key roles and responsibilities of the Executive Office-bearers are as follows but are not limited to:

PRESIDENT

Role of President

It is the President's role to:

- provide leadership and direction for the P&F;
- work collaboratively and cooperatively with the Principal and Parish Priest; · promote the aims and objectives of the P&F;
- support other members of the Executive Committee;
- schedule, plan and preside over meetings of the P&F as Chairperson;
- schedule, plan and preside over meetings of the Executive Committee; and
- attend to incoming and outgoing correspondence as presented by the Secretary between meetings and follow up on action arising from previous meetings.

VICE PRESIDENT

The main role of the Vice President is to fulfil the role of President in his or her absence or when required. It may be viewed as a learning experience for a parent wanting to take on the role of President in the future.

Key responsibilities include:

- chairing P&F meetings when the President is absent; and
- Assisting the President in attending official school and parent functions.

SECRETARY

It is the role of the Secretary to:

- organise meetings (including agenda, venue, meeting notification etc);
- record the minutes of Executive and General Meetings;
- attend to inward and outward correspondence;
- distribute minutes, information and correspondence to P&F members as required; and
- maintain a record of P&F minutes, the P&F Constitution and correspondence.
- Management of QKR! App

The Secretary is central to the efficient operation of the P&F.

An effective Secretary needs good organisational skills and an ability to collaborate with the President/Chair. Also needed is the ability to establish a good working relationship with the office staff of the school regarding P&F matters such as display of minutes of meetings; promotion of events (posters, fliers); collection of mail; items and dates for the school newsletter etc.

TREASURER

The role of Treasurer is to ensure all financial dealings of the Association are carried out and recorded in an effective and transparent way. Complete records must be kept in order to protect the Association and themselves.

The Treasurer is responsible for:

- keeping accurate records of receipts and expenditure;
- issuing receipts for all money received;
- banking money promptly and maintaining proper financial records;
- paying all accounts authorised by the meeting as soon as possible;
- maintaining petty cash to reimburse small expenses as required;
- presenting a financial report at each General Meeting showing current receipts and expenditure and the outstanding balance;
- organising an annual audit of all accounts and presenting an annual financial report at each Annual General Meeting; The Treasurer will also need to establish a good working relationship with the office staff of the school regarding collection of bills, invoices, storage of cash etc.

SCHOOL BANKING LEADER

The role of the School Banking Leader is to co-ordinate the School Banking Volunteers and ensure efficient operation of the School Banking program. They will be responsible for;

- Ensuring accurate the program is run in line with school and banking policies
- Co-ordinating volunteers for banking days
- Liaising with Commonwealth Bank representatives as required
- Providing updated on the banking program at the quarterly P&F General meetings

COMMITTEES

A P&F may choose to set up committees to carry out particular functions on its behalf. This is a useful way to include as many parents as possible in the work of the P&F.

Committees should:

- where possible include at least one member of the Executive Committee;
- report their progress either at the regular General Meeting or at the invitation of the Executive;
- should have a specific Terms of Reference and limited and well-defined areas of responsibility;
- always work collaboratively with the Executive Committee to promote the objectives of the P&F;
- if they operate their own accounts operate through the Treasurer for reporting and auditing purposes.

If you require further information, please contact us on pandf@sjctdow.catholic.edu.au