

### ***Roles & Responsibilities of the PAFA Executive Committee***

All PAFA Executive Committee members work together in a cooperative manner. It is a group approach rather than individual commitment. Formal roles may be allocated as follows, subject to the desire of the Executive Committee.

Roles, duties and responsibilities may include but are not limited to:

#### **President**

##### ***Role***

A President ensures an efficient and well-run organisation by:

- Establishing good relationships - respect rights and responsibilities
- Setting the vision and ensuring it is consistent with that of the College
- Developing a collaborative relationship with the College Principal and staff
- Planning meetings in consultation with the Secretary and Principal
- Communicate honestly and regularly with the College Principal or delegate
- Following up on action from the previous meeting
- Ensuring impartiality, firmness, tact, common-sense, confidence, respect
- Ensuring inclusiveness.

##### ***Duties and Responsibilities***

- Convene meetings
- Ensure meetings run according to constitution or charter
- Give all an opportunity to speak
- Liaise with Principal, and ensure activities are sanctioned by the College
- Ensure financial accountability
- Provide opportunity for parent education
- Maintain relationships with Principal, Staff and other PAFA members
- Ensure all community members are informed of activities and decisions
- Be aware
- Tune in to parents' comments and concerns
- Respond to comments/correspondence
- Meet parents on arrival
- Note unusual attendance
- Be mindful of attempts to dominate
- Be mindful of one-on-one issues
- Be mindful of personal issues
- Ensure compliance with College procedures and policies

#### **Vice-President (if appropriate)**

The Vice-President will support the President by:

- Chairing the meeting in his/her absence
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees
- Being supportive and attending meetings
- Ensuring the Vice-President has a role to play - not just an understudy
- Ensuring compliance with College procedures and policies

## **Secretary**

### ***Role***

The Secretary is very important to the efficient operation of any organisation. A secretary needs enthusiasm, initiative and an ability to work with the President and Vice-President where applicable.

The Secretary is:

- The point of contact between meetings
- Conversant with all issues
- The link with College office staff
- Enthusiastic and invaluable to work with.

### ***Duties and Responsibilities***

- Must be alert to guide and advise the President
- Should be prepared in advance of a meeting by:
  - Notifying date/time/venue of the meeting
  - Preparing and publishing an agenda in cooperation with the President and Principal
  - Obtaining reports from sub-committees
  - Sorting correspondence
  - Noting apologies
  - Checking minutes of previous meeting
- Maintain orderliness - files and necessary papers should be readily available
- Prepare minutes for submission to the College Principal, prior to distribution to members
- After the meeting, minutes should be written up promptly, distributed to members and actions taken on any decisions
- Write letters in accordance with the instructions of the meeting or the President
- Confirm attendance of Executive and other appropriate people
- Keep all records and files for the Group
- Clear the mail regularly and keep the President informed on all issues
- Ensure close communication and cooperation exists between PAFA, staff, parents and volunteers
- Maintain a collaborative approach at all times
- Ensure compliance with College procedures and policies
- Submit Fundraising budgets to College Business Manager

## **Treasurer**

The Treasurer is a person of trust and responsibility. Management of the group's finances requires patience and time.

### ***Duties and Responsibilities***

- Must keep accurate financial records of all receipts and expenditure
- Must issue receipts for all money received
- Must ensure all proposed expenditure is authorised and a College purchase order issued
- Ensure all accounts submitted for payment are authorised and submitted on a timely basis
- Submit all monies to the College regularly
- Liaise closely with College Accounts staff
- Present a financial report at meetings
- Ensure compliance with College procedures and policies.

### **Committee and Sub-Committee Members**

All members of PAFA or support group executive and of any sub-committees have a responsibility to ensure that the best possible outcome is achieved.

- Attend meetings regularly
- Send apologies if unable to attend
- Be cooperative at all times
- Responsibility for what has been agreed should be shared by all group members
- Attend to business of particular sub-committee to obtain outcome
- Ensure report is provided to any General meeting
- Ensure compliance with College procedures and policies

**For further information, please email [pafa@cac.qld.edu.au](mailto:pafa@cac.qld.edu.au)**