



**ST. MICHAEL'S
COLLEGE**

WISDOM THROUGH GROWTH

Parents & Friends Association

Role Descriptions

DEFINITION

St. Michael's College Parents and Friends Association exists for the benefit of the College and its students...

The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.

(Article 5, U N Charter of the Rights of the Family)

St. Michael's College is concerned with building a Christian community where parents, staff and students work together. The Parents and Friends (P & F) Association is the formal structure, recognised by the College, which represents all the parents/carers in the school and acts in their interests and on their behalf.

The P & F Association exists to support the College community and is involved in the total life of the school. Parents/caregivers, as first educators of their children, have a vital collaborative role to play in the development and implementation of the educational philosophy and policy of the school.

The P & F Association plays a significant role in the development of a collaborative and cooperative College community where parents/caregivers are recognised as authentic partners, in the education of their children.

FROM THE EXECUTIVE COMMITTEE:

We extend a warm welcome invitation to you to attend one of our monthly meetings. They are held on the first Monday of each month in the staffroom located in our administration building, commencing at 7.00pm. Our Annual General Meeting is held in March and it is at this meeting that the office bearer roles are voted on for the following 12 months.

The meetings are usually very informal. Our Principal attends each meeting and gives a very comprehensive and informative report on what is happening in the College and outlines what is coming up in the following month. The meetings allow us to share our thoughts on things that impact our children's education and enrichment whilst at St. Michael's College. At our October meeting all funds raised by the P & F throughout the year are allocated to improve or enhance the quality of the school environment.

St. Michael's College has two main fundraisers each year; our College Fair in May and the Medieval Tournament in July. Our fundraising committee is always looking for any new ideas that you may like to share.

Being a part of our P & F meetings is a great opportunity to be involved in supporting the College and to meet new friends. We welcome you to our community and look forward to seeing you at our meetings.



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INTRODUCTION

This booklet outlines the positions of office held within the P & F Association of St. Michael's College. Establishing a good working relationship with the Principal of the school is essential to achieving a common direction and to building a community team. It is fundamental to the success of community-building that each member understands and respects the rights and responsibilities of the other members.

EXECUTIVE MEMBERSHIP

Membership of Executive shall consist of:

President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and such number of other members as the members of the Association at any General Meeting may from time to time elect or appoint.

PRESIDENT

The President should preside (act as Chairman) at all General and Executive Meetings of the Association. In addition to that responsibility the President should undertake a number of other tasks such as

- Providing leadership for the Association
- Acting as the Association's representative
- Exercising some supervision of the functions of other office bearers
- Ensuring adequate and efficient communication exists between members of the Association; between the association and the College Board and between the parents, Principal and staff of the school
- Encouraging parents and others to participate in the activities of the Association and the school.

The President should always remember that she/he has a responsibility to all parents, teachers and students at the school.

VICE PRESIDENT

The specific duty of a Vice-President is to act as Chairman at those meetings from which the President is absent.

In many Associations that is all that is required of a Vice-President, which means they operate during the year as just another member of the Executive. However, the Vice-President's role can be far greater and every Vice-President should be seen as the President's understudy.

Vice-Presidents should become familiar with the operation of the Association and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedures. In addition Vice-Presidents should offer to act as convenor for any sub-committees established by Executive and to undertake other tasks to reduce the burden of the President.

All Vice-Presidents should look on their role as an "internship", preparing for the day when they will become the President of the Association.



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SECRETARY

The Secretary shall:-

- Co-ordinate the correspondence of the Association;
- Keep full and correct minutes of the proceedings of the Committee and Association; annually make backup copies of all electronic recording and store in College administration;
- Comply on behalf of the Association with:-
 - Section 27 of the Act (Associations Incorporation Act 1987) in respect of the register of members of the Association, and
 - Section 29 of the Act in respect of the record of the office holders, and any trustees, of the Association;
- Have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c).
- Perform such other duties as are imposed by the P & F Constitution.

ASSISTANT SECRETARY

The Assistant Secretary should become familiar with the operation and requirements of the Secretarial position and in the Secretary's absence are able to undertake the role as outlined above.

TREASURER

The Treasurer shall:-

- Be responsible for the receipt of all monies paid to or received by the Treasurer on behalf of the Association and shall issue receipts for those monies in the name of the Association
- Pay all monies referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- Make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed in accordance with clause 15;
- Comply on behalf of the Association with sections 25 and 26 of the Act (Associations Incorporation Act 1987) in respect of the accounting records of the Association;
- Whenever directed to do so by the President, submit a report, balance sheet or financial statement in accordance with that direction;
- Have custody of all securities, books and documents of a financial nature and the accounting records of the Association, including those referred to in paragraph (d) and (e); and annually make backup copies of all electronic recording and store in College administration; and
- Perform such other duties as are imposed by the P & F Constitution.

ASSISTANT TREASURER

The Assistant Treasurer should become familiar with the operation and requirements of the Treasurer's position and in the Treasurer's absence are able to undertake the role as outlined above.

FUNDRAISING CO-ORDINATOR/ASSISTANT FUNDRAISING CO-ORDINATOR

The Fundraising co-ordinator and their assistant take on the role of advertising to the College community any fundraising events that are currently taking place as well as bringing to the P & F meetings any ideas they may have to raise funds for the P & F. They also enlist the help of parent volunteers from the College Community who would like to assist and provide support to those parent volunteers.



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MINUTES AUDITOR

The Minutes Auditor shall receive the minutes of the meetings from the Secretary following each meeting, peruse the minutes checking for accuracy and inform the Secretary of any amendments required. Keep a record of any "Action" requirements that were agreed on during the meetings and follow up these actions each meeting until they have been attended to or completed.

BOARD REPRESENTATIVE

The role of the Board Representative is vitally important as a link between the College Board of Directors and the P & F. Information sharing is the pivotal role of the Board Representative. The Board Representative liaises with the Board via email or meeting attendance and advises the P & F of any requests that the Board may have. Unlike all other positions, the Board Representative's tenure is 3 years. Three people are nominated and submitted to the Board, who then choose the new Representative.

PUBLICITY OFFICER

The Publicity Officer is responsible for advertising the events taking place in and around the College each week. There are blackboards placed at each entrance to the College as a communication mode between the College and the students Families. The publicity officers' duty is to amend these on a weekly basis.

MEMBERS

Every parent/caregiver of a child who attends the school is a member of the P & F. Community members (friends) can also be members. To be able to speak or vote on any motion, a member needs to pay the annual subscription which classes them as a 'financial member'. This fee is a small token subscription fee.

Duties and Responsibilities

- Be supportive
- Be respectful of decisions, of others, of protocols
- Be tactful & diplomatic
- Be inclusive
- Be prepared e.g. submit agenda items, read anything provided before meeting
- Pay attention
- Participate in a meaningful way

CONTACT DETAILS

St. Michael's College P & F Association
Attn: The Secretary
1-63 the Abbey Place
CABOOLTURE, QLD, 4510

Tel: 07 5495 8311
Fax: 07 5495 7655
www.smccab.qld.edu.au