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1. TITLE

The body shall be known as the St Joseph's Malvern Parents & Friends Association herein called the P&F.

2. STATEMENT OF PURPOSE

St Joseph's Malvern P&F exists to support the school. It is based on the fundamental principals of inclusiveness (both in opportunity and affordability), appreciation for all effort (big or small) from volunteers and equity and fairness in the sharing of workload across all year levels/classes and individuals. Its role is a social one to organise events, raise funds and assist in building a real sense of community within the school whilst doing this.

While there is no set fundraising target for the year, all funds raised go to improving the school environment, and/or purchasing resources, which in turn, directly benefits all students.

The P&F support and adhere by all St Joseph’s Malvern School Policies including the “Nut Free” Policy at all times.

3. STATEMENT OF FUNCTIONS

The P&F serves the following functions:

- **Assistance** provides "hands on" assistance to school staff for children’s special days.

- **Liaison** provides on-going liaison with the parish priest /principal/staff to work for the good of the school/parish community.

- **Financial** raise funds for the school, which directly benefits all students.

- **Coordination** provides assistance for events.
4. MEMBERSHIP

All parent members of the school community are members of the P&F. The five executive positions are made vacant each year and elected annually at the Annual General Meeting. The Principal or the Principal's nominee shall be a member, ex-officio, of the Association and all of its committees.

The Association has no authority over any matter relating to the management of the school and its facilities and equipment. The Principal as the school's employer's representative retains ultimate responsibility for the P&F.

The executive positions are:

- President
- Secretary
- Treasurer
- Class Representative Coordinator
- Education Board Representative

All Position Descriptions are attached in Section 10 of these guidelines.

5. ANNUAL GENERAL MEETING (AGM)

The AGM is held in February of each year. All executive positions become vacant at this time. Elections are held at the AGM to fill vacated positions. All decisions made by the previous committee have tenure of 12 months.

The agenda is to be sent out by the P&F Secretary at least one week prior to the AGM.
6. **ELECTIONS**

Nominations will be called for prior to the AGM. These nominations can be submitted in writing at least one week prior to the AGM with written agreement from the person being nominated. Nominations will also be accepted from the floor at the AGM. Should members wish to continue in their position, they may stand for re-election.

The Principal acts as Chair during the election. If more than one person is nominated for a position, then a vote by secret ballot will occur. Each person in attendance at the AGM may vote for one person for each position. The person with the most number of votes will be elected to that position. Should the executive receive only one nomination for a position, that person will automatically assume the role.

6.1 **Resignations**

Should any member resign from their position before the year concludes, they need to do so in writing to the executive. Nominations to this position will be called for, before the next scheduled P & F meeting, and will be voted on, if necessary, at that meeting.

6.2 **Attendance**

If an Executive Committee Member is absent for two or more consecutive meetings without tendering an apology, the Committee may declare that position vacant.

7. **ANNUAL REPORTS**

The President shall present an Annual Summary at the AGM.

The Treasurer’s Report and a Financial Statement are to be provided at the AGM.
8. **FINANCE**

The finance guidelines are established to safeguard all members of the P&F. The policy is to have receipts for all expenditure. No money will be issued or reimbursed unless the Treasurer is given a receipt. All accounts shall be independently audited annually.

All monies received for the benefit of the P&F shall be paid into a "St Joseph's Parents & Friends" Bank Account, which is maintained at the Commonwealth Bank of Australia at Clayton. The signing authority shall be the Principal and any one of three signatures, being the President, Secretary and Treasurer. A cash record shall be kept by the Treasurer, and shall be available for inspection by the Committee upon request. The Treasurer shall provide a Trial Balance for inclusion into the Minutes. The financial year will end on the 31st of January.

The P&F will aim to fundraise for the projects agreed to at the start of each year at the AGM. The projects will be collaboration between staff and the P&F.

All event co-ordinators shall provide a written trial balance to the Treasurer within fourteen days of the conclusion of the event.

*Any moneys to be collected from the School Community MUST have prior approval from the Principal.*

11. **MEETINGS**

In addition to the AGM the periodic Committee Meetings shall be open to all members and observers during the year. The Committee shall meet at least 8 times per annum. The President or the Secretary may call a Special Meeting of the Committee at any reasonable time for the purpose of attending to any urgent business.

For the purpose of the Annual General–General Meetings a quorum shall consist of 8 people including 2 of the Executive.

Financial forecast and agreed priorities for the years fund raising will be set at the first meeting of the year.
10. POSITION DESCRIPTIONS

10.1 President

- Oversees the whole committee
- Chairs monthly meetings
- Works in cooperation with the **School Principal** and **Class Rep Coordinator** in planning events etc.
- Acts as a source of support to the Class Representative **Coordinator**
- In conjunction with the **School Principal**, **Class Rep Coordinator** runs Class Representative Meetings **as required**
- Organises gifts and thankyous to members of the school community eg staff who are leaving, event coordinators etc to be presented publicly, if possible
- Welcomes new families and with the Class Representative **Coordinator and Class Reps** organises for these families to feel a part of the community
- Is an approved signatory on P&F cheques

10.2 Secretary

- Liases with the President and the Treasurer and the Newsletter Co-ordinator
- Presents the incoming and outgoing correspondence for the P&F
- Types all correspondence for the P&F
- Receives all correspondence (including advertisements)
- Attends monthly meetings and takes minutes
- Types and distributes the agenda for each meeting at least **one** weeks prior to the meeting
- Types and distributes minutes of each meeting within a week of the meeting being held
- Keeps all written files etc for P&F
- Keeps P&F letterhead, (all written material going out on behalf of the P&F must be on this letterhead and be approved by a member of the P&F Executive)
- Assists the committee with the organisation of events etc
- **Prepare an annual Event and Activity Calendar**
- **Maintain/update Guideline and Operations Manual** (in conjunction with P&F Executive) as is reasonably necessary
- Coordinates the annual thank you letters and acknowledgement certificates to people, families, businesses that have support the School during the year.
10.3  **Treasurer**

- Is an approved signatory on P&F cheques
- Liaises with the President and the Secretary
- Attends monthly meetings
- Responsible for preparing and presenting financial reports at the meetings
- Responsible for paying all accounts for P&F activities, within the terms of the account or agreed timeframe
- Keeps all financial records
- Assists the committee with organisation of events etc
- Is an approved signatory on P&F cheques
- Liases with all Event Co-ordinators to ensure accurate records

10.4  **Class Representative Co-coordinator**

- Provides an organizational and administrative function to support the roles and responsibilities of the Class Reps.
- Acts as a central point of contact between the School, the P&F Executive and Class Reps to support each Class Rep to carry out their role
- Co-ordinates information between the school, P&F Executive and Class Reps
- In conjunction with the School Principal, and President, runs Class Rep Induction Meeting
- Provides updates to the P&F meeting on a regular basis
- Maintains contact with Class Reps preparing for activities to provide assistance (if necessary)
- Maintains/updates the Class Rep contact details list
- Liases with the School Principal/Secretary and advises Class Reps of new families joining/leaving their class.

10.5  **Education Board Representative**

- Attends Education Board Meetings
- Attends monthly P&F meetings and reports on the activities of the Education Board
- Reports activities of the P&F to the Education Board as required
10.6 **Hot Lunches Coordinator(s)**

- Responsible for setting the term’s lunch order menu
- Completes the buying non-perishable items in bulk at the approved suppliers
- Completes the ordering of perishable items weekly
- Completes weekly rosters and submits to the Newsletter Co-ordinator
- Ensures that at least two people count the lunch order money together
- Ensures that all food is handled and prepared according to the Food Handling Guidelines

- **Ensures that the lunch order form is submitted to the School Secretary for distribution**
- Presents the Treasurer with a trial balance
- Maintains strong lines of communication with the Newsletter Co-ordinator

10.7 **Event Coordinator**

- Reports to the P&F President
- Responsible for the overall running of a specific event
- Co-opts other parents and friends to assist with the operations of the event
- Liases with the Principal and staff in order to meet deadlines
- Is responsible for officially thanking sponsors (certificate and/or form letter on letterhead should be used)
- Is responsible for finding and booking a suitable venue for the event.
- Ensures all letters or requests for sponsors etc are on P&F letterhead and are approved by the P&F President before being sent out
- attends P&F meetings close to the event to update the committee on progress etc.
- Submits a written report on details of the event. A template for this is attached.
- Liases with P&F Newsletter Co-ordinator regarding the publicity and thank yous for events

10.8 **Newsletter Coordinator**

- Responsible for the weekly P&F Newsletter that is included with the school newsletter
- Ensure lunch order roster is updated and included in the weekly newsletter
- Prepares and sends any fundraising general notices
- Meets the Friday deadline for the school newsletter
10.9 Working Bee Coordinator

- Responsible for the overall operations of the Working Bees as directed by the P&F and the Principal and agreed in the P&F Meeting.
- Communicates the expected activities and the dates of the Working Bees to the Newsletter Co-ordinator
- Liases with the Principal to clarify activities to be undertaken
- Maintains a list of attendees
- Nominates an attendee to prepare the lunch including completing all buying and cooking including communicating with the Lunches Co-ordinator to ensure buying is done at the preferred suppliers
- Liases with the Principal to ensure all materials required have been purchased/ordered by the Principal
- Responsibility for access to the school and its facilities remains with the Principal

10.10 Book Club Co-ordinators

- Responsible for the ordering, delivery and correspondence for the Scholastic Book Club
- Provides the Treasurer with a trial balance within fourteen days of order receipt
- Liases with Newsletter Co-ordinator to provide regular updates via the P&F Newsletter

10.11 Class Representatives

The activities required of the grade co-ordinators are:

- nomination of each grade to run one agreed fundraising activity each year (e.g. monthly cake stall)
- attendance by one or both of the Class Reps at every P&F Meeting
- introduce new families to the school to current parents through a social activity such as a morning tea or dinner
- advise the P&F Executive if there are any parents or friends who may need support from the school community
- Liaise with the grade teacher to ensure that there is enough parental assistance required for special days such as excursions or sports days.
• liase generally with the parents of the grade and the P&F in relation to the P&F activities/issues

• support whatever P&F activities you are able to.

Co-ordination of the following:
  • Once a term coffee &/or dinner for families of the class
  • One fundraising activity
  • Year end teacher recognition

Assistance with:
  • One weekend Family Class Mass
  • Distribution of information from the P&F (via Class Rep Co-coordinator) to Class members (eg for event promotion)
  • Advise of updates to P&F Family Contact Lists where necessary, to the Class Contact List Coordinator in a timely manner

10.12 Class Contact List Coordinator

• Coordinate the request for collection of Family data for use in Class Contact Lists
• Maintain Family Class Contact Lists and periodically distribute these to Class Reps.

10.13 Grants Coordinator

• Coordinate the completion and submission of community grants.

10.14 Publicity Officer

• Take responsibility for publicizing P&F events in consultation with the President/Secretary and Principal
• Create and keep a record of publicity
• Build a list of local media contacts
• Produce press releases/articles to promote and publicise P&F events through the P&F newsletter and or local media (as appropriate)
• In consultation with the Principal, invite the press to attend selected P&F events.
• Liaise with the P&F regarding potential sponsors of P&F events.
11. OTHER VOLUNTEER ROLES (NOT P&F) performed by parents on behalf of the School:

11.1 Uniform Shop Coordinator

- Attends P&F meetings where possible
- Responsible for overall running of the uniform shop (in conjunction with the School Principal)
- Responsible for ordering merchandise and keeping an inventory of stock
- Sells uniforms
- Responsible for preparing all accounts for the uniform shop

11.2 Care Group Coordinator(s)

- Attends P&F meetings where possible
- Liaises with Principal and Well Being Coordinator to offer support to families in times of difficulty and need.
- Maintains a list of people who have offered and can assist families in need.
- In consultation with the Class Rep Coordinator, may provide additional support to new families joining the school.