



## St. Columba's Primary School PFA Executive Committee - Role Descriptions

**Chairperson:** 1-2 year term, role share between two people possible

- Be the primary representative, contact and spokesperson for the Parents and Friends Association (PFA).
- Chair the regular PFA meetings, Annual General Meeting (AGM) and convene any extraordinary meetings as required.
- Meet and work in co-operation with the school principal on a regular basis to discuss planned and proposed PFA social and fundraising events.
- Support the class representatives as required.
- Attend school board meetings as PFA representative - provide an update of activities and annual report at school board AGM.
- Present an Annual Report at the PFA AGM and call for nominations for any vacancies that arise on the PFA executive committee.
- Attend school information/orientation sessions to inform new parents of the role and function of the PFA – this activity can be undertaken by any of the PFA executive committee or classroom reps.
- Ensure that suggestions and issues raised by the members of the PFA and the wider school community are tabled and discussed at PFA meetings and, if appropriate, are acted upon.
- Update the school community of PFA activities through the weekly school newsletter and through communication with class representatives.
- Inform and liaise with teaching staff of term events that have an impact on their classes.
- Assist the PFA executive committee to formulate the agenda for all PFA meetings.
- In conjunction with the PFA executive committee & general membership discuss and determine the social and fundraising activities for the year.
- In conjunction with the PFA executive committee, organise gifts and thank you letters for members of the school community who are leaving and/or who have made significant contributions to the school and present these publicly, if appropriate.
- Signatory to PFA bank account. The PFA Chairperson can serve either a one or two year term and this role can also be a job share. This can be negotiated between the successful candidates in terms of specific roles and responsibilities.



**Vice Chairperson:** 1-2 year term

- Assist the Chair with PFA responsibilities such as:
  - chair meetings as required
  - attend the regular school board meetings in the absence of the chair
- In conjunction with the PFA executive committee, organise gifts and thank you letters for members of the school community who are leaving and/or who have made significant contributions to the school. (this will be determined by the PFA executive committee)
- Assist the PFA executive committee to formulate the PFA meeting agendas
- Attend PFA meetings, AGM and any extraordinary meetings
- In conjunction with the PFA executive committee, discuss and determine the social and fundraising activities for the year
- Recommend additional social activities to PFA such as school dinners, family BBQ's, coffee mornings, which aim to foster school spirit and parental involvement
- Support class representatives as required
- Signatory to PFA bank account
- The PFA vice Chair can serve either a one or two year term and this role can also be a job share. This can be negotiated between the successful candidates in terms of specific roles and responsibilities.



**Secretary:** 1-2 year term, role share between two people possible

- Attend and take minutes at regular PFA meetings, AGM and any extraordinary meetings.
- In conjunction with the PFA executive committee, discuss and determine the social and fundraising activities for the year.
- Assist the PFA executive committee to formulate the PFA meeting agendas.
- Type and distribute meeting agenda to PFA members in advance of the regularly meeting.
- Type and distribute minutes of regularly meetings, AGM and any extraordinary meetings to PFA members.
- Keep hard and electronic files of minutes of meetings of PFA.
- Liaise with school secretary for access to individual class lists (in excel format) in order to send onto the relevant class representatives.
- Keep details of contacts for the PFA, such as fete information, sponsor's details, suppliers etc.
- Signatory to PFA bank account.



**Treasurer:** 1-2 year term, role share between two people possible

- Attend regular PFA meetings and present an update of the PFA's financial status, including transactions in/out since last meeting.
- Attend PFA AGM and any extraordinary meetings.
- Maintain and update signatories of PFA bank account with bank statements to be kept and filed (these should be kept for a period of 7 years preferably as an electronic copy).
- Maintain accurate financial record of all incoming and outgoing expenses.
- Present a complete financial report to be presented at the AGM.
- Responsible for paying all accounts payable for PFA activities. (This is an activity that all PFA executive committee members can be involved in.)
- Check invoices received by PFA executive committee members, reimburse for any goods purchased and provide petty cash when required.
- Collect any outstanding payments from parents or others pledged for fundraising activities. (This is an activity that all PFA executive committee members can be involved in)
- Prepare a float for fundraising activities.
- Organise Liquor Licence for events, as required. (This is an activity that all PFA executive committee members can be involved in)
- Collect, reconcile and bank all monies raised through fundraising events. If PFA Treasurer is unable to attend a fundraising event, the Treasurer is to nominate a PFA member to collect and reconcile money received
- Provide event organizers with an event balance sheet – this is to be submitted to the PFA committee post event & kept with treasurers records
- In conjunction with the PFA executive committee, discuss and determine the social and fundraising activities for the year.