

St. Francis of the Fields Parents and Friends Annual General Meeting

In accordance with the Parents & Friends Constitution, parents are invited to nominate for positions on the St. Francis of the Fields Parents & Friends Community.

The positions on the Committee are:

- President
- Vice President
- Treasurer
- Assistant Treasurer
- Secretary
- Assistant Secretary



All positions are vacant and we need new parents to step into these roles to continue the wonderful work of their predecessors.

If you would like to be considered for one of these positions, please return a completed nomination form by **Friday, 16th March**. You can download the nomination form on Flexibuzz or collect it from the school front office.

If a number of people nominate for one position, voting will be required. If this occurs, a voting slip will be sent home on Monday, 19th March. All voting slips would need to be returned by Wednesday, 21st March or votes can be returned as you enter the AGM on Wednesday, 21st March. After final counting, the successful nominees will be introduced at the AGM (if present).

DESCRIPTION FOR EACH POSITION

President

The President is the “key person” who provides leadership using an efficient, enthusiastic and confident manner. The President has the ability to delegate but is still ready to participate and demonstrate strong organisational and interpersonal skills. They need to be a leader of change, a dedicated St Francis person and approachable.

The main responsibilities include:

- Chairing Parents and Friends Community meetings
- Coordinating the work of the P&F by ensuring:
 - Effective control of P&F meetings
 - Decision making occurs in a democratic manner and is properly recorded
- Effective communication with parents and staff on important decisions
- Presenting at the Annual General Meeting
- Being well informed on all P&F activities

Assistant President

To support the President in his or her role. In the absence of the President, to chair at meetings.

Secretary

The Secretary needs to facilitate and maintain effective communication processes at P&F meetings. This person should be highly organised and a good communicator.

The main responsibilities include:

- Attend P&F meetings and record all Minutes
- Distribute minutes to Principal and President and include Minutes in the school newsletter and on TiqBiz
- Check P&F cabinet for incoming correspondence and distribute to appropriate members or deal with as necessary
- Outward correspondence – arrange and follow up and required
- Prepare Agendas with the Chairperson (President)

Assistant Secretary

To support the Secretary in his or her role. In the absence of the Secretary, to take minutes at the meetings.

Treasurer

The main role of the Treasurer is to maintain effective budgeting processes for the P&F.

The main responsibilities include:

- Preparation and presentation of financial statements and reports at P&F meetings
- Accounts and bills paid on time
- Money is banked and recorded as soon as possible after it is received
- Prepare budgets for the forthcoming year describing all sources of income and expenditure
- Maintain accurate records of income and expenditure
- Prepare annual financial accounts for auditing and provide the auditor with necessary information
- All books are kept accurately and up-to-date

Assistant Treasurer

To support the treasurer in his or her role. In the absence of the Treasurer, give the financial report at the meetings.

All positions: Tenure is for 1 year (elected at annual general meeting) with a maximum tenure of 2 years.