



## Roles within the PFA Committee

The following roles are open for 2022 nominations.

### President:

The role of the president is to work with the PFA Executive and provide leadership and direction to the Association and ensure the committee fulfills its responsibilities to the school.

There is an expectation that the President chairs PFA meetings and attends PFA events.

The role includes the management and distribution of PFA funds to the school, in agreement with the PFA Treasurer and committee, in accordance with the Principal's requests.

### Vice President:

The Vice President supports the President with his/her duties.

The Vice President can preside at general or executive meetings and act as the president, in his/her absence or when the president is unable to act in that role.

### Secretary:

The secretary's role is to be the guardian of the process of meetings and the maintainer of the official business records. He/she manages communication before meetings and keeps formal records of the group's process and decisions: the minutes of the meeting.

### Treasurer:

The PFA Treasurer is responsible for the financial management and oversight of PFA funds.

The role includes the management and distribution of PFA funds to the school, in agreement with the PFA president and committee, in accordance with the Principal's requests.

The Treasurer liaises with the school's bank, manages funds and reconciles bank statements and presents a Treasurer's Report at PFA meetings.

### General Committee Member:

A General Committee Member provides support to the President and other PFA Committee Members to ensure the PFA meets its goals and objectives.

There is an expectation that committee members attend PFA meetings and events.

Social engagement and planning events and activities with all committee members for the school community, is both an exciting and enjoyable part of all of these roles.

To nominate yourself or another for one of these roles, please complete a Nomination Form via the button in this Newsletter and return to the school by Monday 18 March 2022.