



Roles within the PFA Committee 2024

The following roles are open for 2024 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.

The President is expected to chair PFA meetings and attend 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 cannot 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: meeting minutes.

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 supports 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.

Friends of Sport Lead:

Friends of Sport supports the school's sport programs by providing a BBQ, refreshments and support at carnivals, refreshments at the Celebration of Sport evening and moral support at sporting events.

Friends of SHUS Lead

Parent volunteers run friends of the Second Hand Uniform Shop and sells pre-loved quality uniform garments to the school community. Coordination of volunteer rosters and general upkeep of the store.

Friends of Arts Lead - Secondary

Friends of the Arts provide pre-show refreshments to the community at Music, Dance and Drama performances and supports the VCE Art Exhibition.

Friends of Arts - Junior

Friends of the Arts provide pre-show refreshments to the community at Music, Dance and Drama performances and supports the VCE Art Exhibition.

Friends of STEAM

Friends of STEAM (Science, Technology, Engineering, Arts and Mathematics) supports the students and staff in their learning and discover in all these areas.

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 Friday 19 April 2024.