

BEACONSFIELD PRIMARY SCHOOL

PARENTS AND FRIENDS COMMITTEE

POSITION DESCRIPTIONS

PRESIDENT – In the role of President you are responsible for:

- Holding meetings every 4 -6 weeks and following agenda , including following year AGM
- Keeping a fundraising calendar for yearly events up to date
- Communicating with Assistant Principal , office staff and teachers (where applicable) to organize appropriate dates for events
- Record events on Sentral (ask Office staff to do this)
- Liaise closely with Vice President and Secretary
- Delegate each Terms fundraisers to committee members to be accountable for organizing event
- Fortnightly P&F report for newsletter to Trish .M.
- Writing a report on events for School council meetings to seek approval for fundraisers
- Sending out donation letters to business's to collect donations for raffles
- Sending messages as required on the WHATS APP to keep all members informed
- Ordering products when required
- Invoicing to Maxine (business manager) when required for stock purchases
- Collect mail from pigeon hole and organize

VICE- PRESIDENT – In the role of Vice President you are responsible for:

- Supporting the President in their role as required
- Taking over the President's role if they are unavailable

SECRETARY – In the role of Secretary you are responsible for:

- Writing minutes at meetings and distributing to all members via email
- Organizing all notices to be distributed to families , emailed to Maxine (business manager) for approval before printing
- Communicating through the WHATS APP to arrange helpers for notice stapling and distribution
- Having notices printed and ready to go for helpers on distribution day.
- Liaise closely with President
- Communicate with Office staff
- Book out classrooms / gallery as required for events on Sentral (ask Office staff). Eg: Mother's day stall
- Reminders for meetings through WHATS APP
- Organizing and contacting parent helpers for treat days and other fundraisers where a roster may be required.

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TREASURER – NO CHILDREN IN OFFICE ALLOWED while counting money

In the role of Treasurer you are responsible for:

- Counting all money from fundraising events. 2 people required
- Recording money counted in correct folders in Office
- Organizing and keeping up to date the Treasurer folder with all purchases and receipts , kept in P&F cupboard
- Completing a Term by Term Treasurers report (excel program)
- Communicating Treasurers report at meetings
- Treasurers report emailed to Linda for School Council meetings
- Police Check required and is funded by school

VICE TREASURER – NO CHILDREN ALLOWED while counting money

In the role of Vice Treasurer you are responsible for:

- Supporting the Treasurer in their role
- Available for counting of fundraising money. 2 people required
- Being the 2nd signature of counting money
- Take over the Treasurer's role if required
- Police Check required and is funded by school

GENERAL COMMITTEE MEMBERS – In the role of a general committee member you are responsible for:

- Attending meetings (if available) CHILDREN VERY WELCOME
- Helping with distribution of notices / stapling when required (if available)
- Help organize and run fundraisers such as treat days, raffles and stalls
- Communicate with other members of P&F
- Share ideas for fundraising
- Have input on where money raised can be used within the school