



Sacred Heart P&F Association Role Descriptions

President:

The President provides leadership and is the accountable officer of the Association. This role is to act as a representative of the Association, encourage communication between the Association, School Administration and the community and encourage participation in the Association. The President will be the Chair of the monthly meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations.

Vice President:

The Vice President provides essential support for the President and possibly other members of the Executive Committee. They will chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.

Secretary:

The Secretary collates the agenda papers for each meeting, (Including any subcommittee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the P&F.

Treasurer:

The Treasurer has the overall responsibility for the financial management of the P&F, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&F Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&F in consultation with the Association's Executive Committee, and should be involved in the fete preparation for budgeting purposes. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

Fete Convenor:

The Fete Convenor is responsible for coordinating the annual Sacred Heart Fete. This is a school and parish fete based at the school. They will be responsible for working in closely with the School Principal and the P&F Treasurer as well as other Parish Representatives in organising the Fete. They will report monthly to the P&F in the lead up to the Fete.

Tuckshop Convenor:

The Tuckshop Convenor is a P&F paid position, and works in the school tuckshop 5 days/week, is under the normal running guidelines of the school. All tuckshop operations are coordinated through the school administration team and reported back to the P&F. The Tuckshop Convenor is responsible for preparing a monthly report of the tuckshop accounts and is responsible for the banking of all money takings that go through the tuckshop.