

# **PARENTS' ASSOCIATION EXECUTIVE COMMITTEE**

## **JOB DESCRIPTIONS**

### **ALL PA EXECUTIVE MEMBERS**

Attend PA Exec meetings attend General PA meetings

### **PRESIDENT**

Chair the Exec PA and PA meetings, lead the Exec PA and PA in the planning of the events for the coming year, liaising with the School and ensuring that the PA budget is met.

Meet fortnightly with the Principal/ Assistant Principal to discuss PA issues/ events.

Represent the PA on School Council, attend School Council meetings and present a report of PA activities/ fundraising at School Council meetings

Communicate any concerns or issues that are in the school community with the school

Write a PA report for the School Newsletter. This can be shared with the VicePresident (or alternate with Co-President)

The role is all about communication, keeping School Leaders, School Council, PA Exec and Class Reps informed and active to maintain a strong school community which supports the Teachers and staff and therefore, our children at EPS.

### **VICE PRESIDENT**

Support and share role, workload and responsibility of the President

Take turns with the President in writing PA weekly insert for school newsletter

Initiate contact with members of PA Event Sub-committees, as well as provide support for and supervision of PA events by attending meetings and maintaining regular telephone and email contact with volunteer team members.

Ensure creation and maintenance of post event summary forms/reports and PA event folders as an ongoing process to provide valuable information to future sub-committees.

Take on President's role in his/her absence

Liaise with and maintain regular channels of communication with school administration and staff with regard to PA and school events.

Maintain a record of acknowledgement for sub-committee coordinators of PA events – carried out in the form of a public thankyou at assembly and a card. Additionally inform School Council secretary of co-ordinators to enable School Council to acknowledge their work.

## **SECRETARY**

Write the agenda for all PA meetings (Exec and PA) and circulate several days prior to scheduled meeting for items to be added.

Send out meeting reminders to Executive members and Class Reps prior to meetings

Keep minutes during the meeting and distribute them via email to all PA members within a week of the meeting.

Collect mail from the office about once per week for attention at PA meetings

Maintain PA records as appropriate (eg role descriptions, Exec contact lists, meeting dates, event calendar)

## **TREASURER**

Liaise with school burser to receive summarised monthly incomings and outgoings relevant to PA and reconcile these with budgets for events

Provide financial summary each month of all PA incomings and outgoings reconciled to a current profit and present to PA President in time for School Council meetings.

Assist Event Coordinators to formulate individual budgets and profit/loss for their events.

Assist event coordinators by attending events (or organising a suitable delegate) to manage the finances during the event.

Bank monies at completion of each event (liaise with Event Coordinators), obtaining already counted money from safe at school.

Provide "float" for each event on request. Maintain PA float for PA contingencies

## **CLASS CONTACT LIST COORDINATOR**

Liaise with school office to maintain Class Contact Lists and distribute to class reps

Print (via school) and distribute class contact lists to students and teachers at the start of the year

Record class reps, liaise with class rep liaison to ensure all classes are represented and distribute revised lists

Provide lists and emails as needed for events and fundraising activities Forward emails to all parents or all class reps

Most of the inputting of information and distribution of lists is necessary in the first month of the school year.

## **CLASS REPRESENTATIVE LIAISON**

The role of the Class Rep Liaison person is to ensure all class reps fully understand their role and receive adequate support and encouragement to fulfil it.

Distribute relevant information from PA meetings to all Class Reps

Feedback relevant information from Class Reps to PA Executive and event organisers as appropriate (around event success, school issues etc)

Provide Class Reps with detailed written information about their role.

Regularly make email contact with Class Reps (at least twice a term) to prompt them in their role and offer encouragement around organising class events, assisting at events, promotion, roster completion etc

Act as a “go-between” for Event Organisers to Class Reps around Event organisation

Act as a “go-between” for school office staff to Class Reps in welcoming new parents to the school

## **FOOD SAFETY AND HANDLING**

Notify Bayside City Council of planned events at the start of the school year

Provide the president with requests for alcohol consumption at events for presentation at school council

Contact Bayside City Council two weeks prior to an event where the school is selling food to the school community or members of the public, on school grounds

If a food event is in one of the school building and food is being prepared in the OSHO kitchen which is a registered kitchen, then no forms are required to be filled in, only a telephone call to Bayside City Council is required, to notify them of the event.

If a food event is being held on the oval or elsewhere on the school grounds a Temporary Food Premises application needs to be filled in and given to the Council two weeks prior to the event and a registration certificate will be issued to the school via post or fax, this should be displayed on site on the day

Ensure attachments from the Food Safety Template are photocopied and kept on site as a guide for the coordinator and volunteers to work by.

Oversee events and check temperature of food and record details if served at an event such as the movie night which spans over several hours (perhaps 3 or 4 times a year).

## **EVENTS TEAM**

Assist event planners in the administration needs

Support PA President(s) and assist in familiarising event coordinators with PA event/activity processes & communication requirements including those expectations from school

Familiarise event coordinator with PA resources including location, specific items and processes associated with accessing & using resources

Maintain event folders and distribute to event planners as required. Store and manage previous PA events information as required. Manage a preferred event supplier list and ensure it is regularly updated through the office.

Ensure event co-ordinators update files before returning to the Events and Resources Officer at the completion of an event

Liaise with office in terms of advising them of contact details for event coordinators Carry out a stocktake of all PA resources twice yearly

Make recommendations to PA exec for resource acquisitions or replacement of existing resources

Support events where needed

## **TRYBOOKING COORDINATOR**

Set up trybooking for events

Assist event coordinators in the planning of trybooking, ie: additional sales including raffle tickets, bushdance hats, vegetarian meals, seating plans, etc

Manage queries and monitor activity on the site on a regular basis prepare reports and statistics

Liaise with PA Treasurer at closure of trybooking sales to ensure reconciliation of trybooking accounts with school office

## **GROUNDS AND ENVIRONMENT**

Liase with school contact, and buildings and grounds committee to organize any working bees during the school year.

Coordinate these working bees if and when required.