



Carmel College P&F – Executive Roles

PRESIDENT

The president should preside (act as Chairperson) at all General and Executive Meetings of the Committee.

Other responsibilities are:

- provide leadership and direction for the P&F
- act as the committee's representative
- work co-operatively and collaboratively with the principal and other school staff
- promote the aim of the P&F in dealings with members
- support the executive committee members
- encourage parents and others to participate in the activities of the P&F and the school.
- the president always has a responsibility to all parents, teachers and children at the school.

VICE PRESIDENT

- to support the president in their role and
- preside over meetings and relevant duties in their absence

TREASURER

The treasurer is responsible for **ALL** funds received and expended by the association.

Duties include:

- maintain adequate books of accounts
- be responsible for the receipt of all monies received by the committee
- ensure that all monies received are paid into the bank
- pay accounts due by the committee
- ensure all books of accounts are audited before the AGM
- present an audited statement of receipts and payments to the AGM
- to present financial reports at meetings.

SECRETARY

Generally the secretary manages the day-to day communications and records of the P&F as well as organising meetings, records accurate draft minutes and formalises them for subsequent meetings.

Duties include:

- prepare agenda for meetings
- take minutes of meetings and forward to committee for endorsement
- attend to all outgoing and incoming mail and decide which correspondence needs to be brought to the attention of members and which only needs to be 'tabled'
- keep a record of attendance and apologies of all meetings.