

SCHEDULE B OF CHAPTER 2 GENERAL GUIDELINES FOR A PARENTS & FRIENDS ESTABLISHMENT

These General Guidelines are not based on any one particular model and are to be used in conjunction with section 2.8 of this Manual. They are provided to assist with the establishment, **not reporting**, of Parents & Friends (P&F).

Section 1 Introduction

Includes:

- title of the P&F
- description of the school
- school mission statement

Section 2 Statement of Purpose

This should be a short paragraph describing the role of the P&F within the school.

Section 3 Aims of the P&F

This should be a comprehensive list of how the P&F aims to fulfil its purpose and would include:

- its objectives
- its membership
- its functions (social events, fund raising efforts, school fetes, tuckshop, uniform shop, trivia nights, etc.).

Section 4 Accountability Statement

This should be a statement which establishes the P&F relationship with the School Advisory Council, Principal and school community.

Section 5 Meetings of the P&F

This section should outline:

- the process for decision making within the P&F at meetings
- the format of a usual agenda
- the timing of regular P&F meetings or forums
- the timing of the Annual General Meeting of the entire P&F.

Section 6 Finance and Fundraising

This section should outline:

- the role of the P&F in fundraising for the school
- the process for determining how moneys will be donated to the school

Section 7 Membership of the P&F Committee

This should describe the number and types of members, including both elected and voluntary positions. Principals are ex officio members to their school's P&F.

Section 8 P&F Committee

This section should outline:

- the role of Committee members
- the role of the Committee in relation to the P&F
- the process for electing members to the Committee
- the term of office for Committee members
- the timing of Committee meetings.

Section 9 Conclusion

The final section should emphasise the spirit of co-operation and collaboration with which the P&F works and the importance of the P&F to school community wellbeing.

SAMPLE DESCRIPTION OF ROLES OF MEMBERS OF THE P&F COMMITTEE

Note: This is to assist with Section 8 above.

President

The President's position carries a role of trust and responsibility which requires skill and time. The President should exercise authority with tact, be impartial and open to other points of view.

The main role of the President is to:

- work with Committee members to achieve P&F objectives
- be the main representative/spokesperson for the P&F
- liaise with the Committee members and set the agenda for meetings
- be the main contact for agenda items
- open the meetings punctually and ensure the agenda is followed
- ensure those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made
- make sure, particularly on contentious matters, as many points of view as possible are expressed
- make sure everyone is given an opportunity to speak and encourage members to speak by addressing questions to them
- work towards a collaborative approach with other members of school community
- be mindful of timelines, keep discussions on track and keep meetings moving
- co-ordinate the execution of the decisions reached by the Committee.

Vice-President

The Vice President plays an important role in the P&F by assisting the President with P&F responsibilities such as chairing meetings in the absence of the President.

Secretary

The Secretary is an important role to the efficient operation of the P&F. The Secretary works with the President and Committee members. Duties and responsibilities include:

- taking minutes at P&F and Committee meetings
- distributing minutes to Committee members along with the agenda, one week prior to meetings
- providing a summary of the matters discussed at meetings for display on a parents' notice board and/or in the school newsletter
- dealing with any incoming/outgoing correspondence.

Treasurer

The Treasurer carries a role of trust and responsibility. The Treasurer needs to work closely with the School Administration team and Principal to appropriately discharge the financial controls detailed in this Manual.

Committee Members

Committee members have a responsibility to:

- attend P&F meetings as regularly as possible and send apologies if unable to attend
- work with the President to execute decisions made by the Committee
- help organise P&F activities and projects
- work towards the best possible outcomes being achieved
- be mindful that discussions should be on topics which are relevant to the whole school community and align to the P&F objectives
- facilitate and nurture positive parent/school relationships within the parent community.

**SCHEDULE C OF CHAPTER 2
PARENT AND FRIENDS (P&F) FLOWCHARTS**

Description	Reference
Flowchart 1 - P&F Ordinary Funding Activities	2A
Flowchart 2 - P&F and School Operate Separate Bank Accounts	2B
Flowchart 3 - School's General Bank Account Is Used To Process P&F Transactions	2C
Flowchart 4 - Trading Activities of P&F	2D
Flowchart 5 - School P&F – Non-Profit Sub-Entity Rules	2E

SCHEDULE D OF CHAPTER 2

Description	Reference
Parent & Friends (P&F) Non-Profit Sub-Entity Election Form	2F