

Position – President

- Duties
- Display leadership and vision, and professionalism in the operation of the PFA
- Set goals and put into place long-term plans regarding fundraising, social and community-building events in liaison with relevant PFA executive members and the College Leadership Team
- Liaise with the Principal, Director of Community Engagement and PFA Executive Committee on a regular basis
- Prepare monthly report for College Council
- Report monthly to the PFA General meeting via written report to Secretary prior to meeting
- Attend College Council meetings (upon invitation) and present report
- Attend and chair General meetings and the Annual General Meeting of the PFA
- Support and oversee the activities of the PFA
- Represent the PFA at PFA and College functions
- Promote the PFA and recruit new members (including presentations at information nights for parents)
- In consultation with the Communications Coordinator prepare fortnightly submissions for the College newsletter
- When necessary, make decisions on behalf of the PFA Executive Committee out of session and following consultation with at least one other Office Bearer.

Position – Vice President

Duties

- In the absence of President attend and chair General meetings and the Annual General Meeting of the PFA
- In the absence of the Secretary, take minutes of meetings, and distribute at least two weeks prior to next meeting
- Support the activities of the PFA
- In the absence of the President, represent the PFA at PFA and College functions
- Promote the PFA and recruit new members (including presentations at information nights for parents, if required)
- Oversee the support of volunteers associated with the PFA (Tuckshop, Class reps etc.) by assisting the Secretary and Communications Coordinator with rosters etc.

Position – Secretary

Duties

- Liaise with the President and prepare agenda for meetings
- Take and distribute minutes of meetings at least two weeks prior to next meeting, recording all actions required
- Prepare notices and invitations for the Annual General Meeting
- Advertise the AGM at least four weeks prior to the event ensuring all are aware of the process for nomination
- Receipt, collate, track and/or respond to correspondence applicable to the management of the PFA and the Executive Committee
- Support the activities of the PFA
- Identify community activities that may enhance the operation of the PFA
- Assist the Communications Coordinator, Vice President and other Committee members with the collation of rosters

Position – Treasurer

Duties

- Establish a working relationship with the College Business Manager
- Provide cash flows for fundraising events
- Collect and receive all monies at fundraising activities and transfer any incoming funds to the College Business Manager within two working days
- Take direction from College Business Manager regarding accounting practices and procedures employed by the College
- In collaboration with the College Business Manager provide quarterly financial reports to the PFA Executive meeting
- After each PFA Annual General Meeting, ensure that authority to sign on PFA bank accounts is updated and delegated to any two of the following : the College Principal, College Business Manager, PFA President, PFA Treasurer and the PFA Secretary
- Provide guidance as to the amount of funding the PFA can provide for expenditure each year
- In collaboration with the College Business Manager prepare an annual financial report as at 31 December for the Annual General Meeting
- Report monthly to the PFA General meeting via written report to Secretary prior to meeting
- Support the activities of the PFA

Position – Communication Coordinator

Duties

- Liaise with administrative staff to collate volunteers for Class Reps and communicate the names of Class Reps to staff, parents and PFA
- Liaise with School Secretaries (Junior, Middle and Senior) to continually develop class lists to be distributed to parents to assist in communication
- Monitor the class representative program, providing support and guidance as required
- In conjunction with the PFA Secretary, maintain communication 'tree' for PFA members and families of the College
- Communicate regularly with Class Reps regarding upcoming events and requests that they will pass on to families in their class
- Collate and submit PFA information for inclusion in the regular College newsletter (including communications from President, Social and Fundraising and other convenors and Class reps as appropriate), submitting to appropriate staff for approval (Newsletter Editor and Principal)
- Encourage parent participation in PFA activities
- Liaise with the Calendar Editor and PFA Executive regarding PFA inclusions in the College Calendar for the following year
- Report monthly to the PFA General meeting via written report to Secretary prior to meeting
- Be a contact point for staff
- Support PFA activities

Position – Social Coordinator

Duties

- Form sub-committees to organise and promote specific social activities drawing on those who have volunteered through the PFA volunteer forms
- Liaise with Communications Coordinator regarding dates for social events for the following year's College Calendar
- Liaise with and support the Fundraising Coordinator in planning dates and events
- Liaise with School Secretaries and Class Reps regarding invitations and planning for the year level Family Picnics (Junior School: early Term 1) and Parent Dinners (Yr 7, Yr 8–10 and Yrs 11 & 12)
- Support Class Reps in the organisation of social events and support other PFA activities
- Initiate and support the development of new social opportunities for Kingswood families
- Submit regular articles advertising and reporting on social events to the Communications Coordinator for inclusion in the College newsletter
- Encourage parent participation in PFA activities
- Report monthly to the PFA General meeting via written report to Secretary prior to meeting

Position – Fundraising Coordinator

Duties

- Form sub-committees to organise and promote specific fundraising activities drawing on those who have volunteered through the PFA volunteer forms
- Maintain a working relationship, and confer regularly, with the College Director of Community Engagement
- Have knowledge of the *Fundraising Appeals Act 1998* and its implications for specific activities
- Collect and collate relevant correspondence from the Secretary
- Liaise with Communications Coordinator to circulate/distribute/publish fundraising activities
- Liaise with PFA Treasurer, College Business Manager and PFA President regarding the financial status of each event
- Report monthly to the PFA General meeting via written report to Secretary prior to the meeting
- Support PFA activities

Position – Book Exchange Coordinator

Duties

- Form a sub-committee drawing on past volunteers and those who have indicated interest through the PFA volunteer forms
- Confirm details of dates and venue of Book Exchange each year with College Principal or Principal's delegate
- Coordinate volunteer pool for the operation of the Book Exchange
- Liaise with other PFA executive regarding rosters as required
- Distribute guidelines for operation of the Book Exchange to the College community
- Maintain records of incoming and outgoing monies, and post cheques to sellers
- Liaise with the College Business Manager to operate the Book Exchange finances in accordance with accounting practices and procedures employed by the College
- Support PFA activities