Become Involved…it’s easy!

We welcome and really encourage you to become involved in any P&F activities. It's easy….first step - just come along to meetings, join a committee, help as a volunteer …you will be glad you did it is an enjoyable way to meet new friends and contribute to your son’s schooling at Padua College.

Parents often comment that there is less opportunity to be a "part of the action" now that their boys are at "high school". All of the above activities and groups provide an opportunity to be close to what's going on, and importantly to help in meaningful and enjoyable ways.

Tuesday 11 November is the Padua P&F Annual General Meeting, where all positions will be declared vacant, if you would like to be "part of the action" now is your opportunity!

The AGM will commence at 7.30pm in St Francis Hall, followed by small supper to finish off the year!


Karen Caughey
President
Padua College P&F
PRESIDENT – Role Description

The president is the leader but not the ‘boss’. The key task of the president is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the rector and teachers. The president is a guide for and example to all parents.

Duties and Responsibilities

A President leads the P&F Association by:

• Plan and chair meetings in consultation with the secretary and rector

• Ensure meetings run according to the agenda and the constitution

• Ensure fair discussion - give all an opportunity to speak

• Ensure activities are sanctioned by rector

• Work with the treasurer to ensure financial accountability

• Ensure decisions are carried out – follow up

• Encouraging parents to get involved

• helping parents feel welcomed at the school

Some things to be aware of as president

• Tune in to parents’ comments

• Respond to comments

• Meet as many parents as possible – welcome them individually to meetings

• Manage attempts to dominate the meetings

• Avoid one on one issues at meetings

• Stop ‘personal issues’ if these arise at meetings

• Avoid ambushes particularly of the rector

Activities responsible for:

• Preparing fortnightly P&F inserts for the bulletin to Padua Administration email

• Attending the Welcome morning tea on the first day of school for Yr5 and Yr 7&8

• Attending and presenting at Information Evening at the start of the year for Yr 7, 8

• Attending and presenting at the P&F Welcome Function – March meeting

• Attending and presenting at the P&F Thank you Function – October

• Attending and presenting the Dux award at Prize Night
VICE-PRESIDENT – Role Description

Duties and Responsibilities

The Vice President will support the President by:

• Provide support and assistance to the President;
• Act as a representative of the P&F in the absence of the President;
• Chairing the meeting in his/her absence;
• Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees.
• Being supportive and attending meetings.
• Playing a constructive role – not just an understudy.
• **SECRETARY – Role Description**

The Secretary is very important to the efficient operation of any organisation. A secretary needs enthusiasm, initiative and an ability to work with the President. The Secretary’s main functions are:

• Communication and correspondence
• Maintaining effective records
• Ensuring meetings are effectively organised and minuted

**Duties and Responsibilities**

• Prepare the agenda in consultation with the president
• Notify members of meetings (date, time, venue)
• Keep good records
• Receive and manage the correspondence
• Obtain reports from members if the committee, rector and sub-committees
• Write up the minutes
• Understand the constitution
• Guide and advise the president.

There is more!

• After the meeting, minutes should be written up promptly and actions taken on any decisions
• Write letters in accordance with the instructions of the meeting or the President;
• Prepare minutes for school newsletter;
• Confirm attendance of Executive and other appropriate people;
• Clear the mail regularly and keep the President informed on all issues;
• Ensure a close communication and cooperation between the parent Association, office staff, school staff and parents;
• Maintain a collaborative approach at all times
TREASURER – Role Description

Role
The Treasurer accounts for and reports on the finances of the P&F. The Treasurer role is not a complex role, revenue is received via direct debit and the cheques to be written are minimal. The Treasurer role needs to be a person of trust and responsibility.

Duties and Responsibilities

- Must keep accurate financial records of all receipts and expenditure – approx 12 cheques a year;
- Must issue receipts for all money received, excluding Padua College P&F levies;
- Pay all accounts as authorised;
- Bank all money regularly – majority of revenue is received via direct debit;
- Present a monthly financial report – keep the P&F informed
- Arrange for an audited financial report for the Annual General Meeting;
- Arrange for the monthly Bank Statement & reconcile deposits & cheque books with the statements.
SUB-COMMITTEE MEMBERS – Role Description

Sub-committee can save time and ease the workload of the regular P&F meetings by dealing with particular projects and reporting back to the P&F meeting. Sub-committees must be set up by the decision of a P&F meeting and their task should be clearly defined in writing as part of the minutes of that meeting.

- Meet with your sub-committee colleagues and focus on the task
- Be prepared to report to P&F meetings;
- Attend meetings regularly;
- Send apologies if unable to attend;
- Be cooperative at all times;
- Responsibility for what has been agreed should be shared by all group members.
- Attend to business of particular sub-committee to obtain outcome
- Ensure Terms of Reference for committee is adhered to

Padua Sub-Committees include but not limited to:

**FOTH Committee** - joint committee with Mt Alvernia and St Anthony's P&F’s. The groups meet approx three times a year and plans joint FOTH activities.

**Pastoral Care Coordinator (Assisi and Greccio)**

- Coordinate any family assistance for meals with House Committee members (Editors/distributors of contact list)- referrals from members of the Senior Executive Team
- Send any cards of sympathy etc from P & F and parent community- referrals from members of the Senior Executive team
- Encourage parent volunteers to form House Committee for involvement with Pastoral care, House Eucharist’s, community events and social events per year level
- Chair at least 2 meetings with House Committee – write minutes
- When required to review pastoral care and volunteer’s procedures with members of the Senior Executive team
- Assist the P & F with events, such as Welcome Night – Refer to P & f Involvement sheet- Discuss with P & F committee who will purchase the Food when required
- Purchase Biscuits at Welcome Morning Tea, coordinate with Greccio Pastoral Care Coordinator and Sue Weston at the school
- Encourage Community involvement for FOTH events such as “Biggest Morning Tea”
- Attend P & F meetings, if unable to submit report on the night arrange another House Committee member to read or email to the secretary of the P & F
- Information night for new students address the parents regarding P & F pastoral care
Additional positions are held on the Pastoral Care Committee, refer below for details:

**House Eucharist Co-ordinators** – refers to task list Summary of House Eucharist’s.

- Two person role, allowing each coordinator to attend their own House Eucharist’s.
- Support Vice Rector Formation, for each (6) House Eucharist’s, collection of Tuckshop key
- Email each House Committee members (Editor/Distributor of Contact lists) requesting volunteers for supper hosting
- Supply Vice Rector & assistance, Pastoral Care Events Co-ordinator with names of volunteers and who will be collecting the Tuckshop key
- Place House Eucharist Letter requesting volunteers in school Bulletin prior to each House Eucharist
- Contribute to Pastoral Care Coordinators P & F Report regarding to volunteers at each House Eucharist
- Attend P & F meetings, not mandatory but encouraged
- If required to review procedures meet/call to discuss with Vice Rector & Pastoral Care Events Co-ordinator.

**House Committee Member**
Each house will form a committee to assist with volunteers at House Eucharist and supply of family assistance meals. The P & F encourages social events for each year level to be coordinated within the members of the House Committee. Attendance of P & F meetings is not mandatory but encouraged.

- Each House is to have a Contact lists editor or/and distributor. Contact lists can be set up per year or year 7-9 and year 10-12 depending on size of lists
- Editor or/and Distributors will be responsible to send emails to their contact list for House Eucharist Volunteers and family assistance
- Attend if possible the 2 House Committee meetings
Further assistance is required by members of the P&F where possible to assist at certain functions:

- The Welcome morning tea on the first day of school for Yr 5 and Yr 7&8
- Information Evening at the start of the year for Yr 5, 7, 8
- The P&F Welcome Function – March meeting
- The P&F Thank you Function - October