

Parents and Friends Role Descriptions

Introduction

HCS Parents and Friends strongly believe in the school's vision, values and statement of faith and upholding these in all that we do. Alongside these core foundations, we promote and develop a spirit of cooperation in Christ between school families, friends of the school and Hunter Christian School through building community, supporting staff, parents and students.

Purpose for the role

The role of the HCS Parents and Friends Executive is to provide support for the school in the areas of:

1. Prayer
2. Voluntary assistance
3. Fundraising
4. Providing an opportunity for parents and friends of the school to meet in fellowship
5. Provide a mechanism for the involvement for the parent body and friends of the school in activities throughout the year.

President

The duties of the president include:

- To work in a spirit of co-operation with the school leadership and staff
- Encourage parents to participate in prayer, volunteering and fundraising in the school community
- Chairing and convening all meetings of the P&F and the Executive Committee
- Approve the Minutes of each meeting, as prepared by the Secretary, prior to their issuing
- Ensure that an agenda is prepared with the help of the Vice President, Secretary and Treasurer and circulated by the Secretary
- Act as the point of contact and provide feedback between the P&F and the Principal, the school board, staff, students and parents
- Identify and appoint the Coordinator for Sub-committees
- Supervise the functions of other office bearers and committee members
- Promote the P&F, its aims and activities to parents new to the school and identify ways to increase parent participation
- Provide an annual written report to the P&F at the Annual General Meeting (AGM) and for the annual school report

Vice President

The Vice President must step into the role of the President, Secretary or Treasurer (one only) should they be unavailable and undertake tasks to reduce the workload of the President, Secretary and Treasurer.

The duties of the Vice President include:

- Be familiar with the operation of the P&F
- Be acquainted with the duties of the President, Secretary and Treasurer
- Understand meeting rules and procedure
- Attend and participate in P&F meetings and events

Secretary

The role of the Secretary is to maintain a record of meetings, documentation, correspondence, decisions and approvals.

The duties of the Secretary include:

- The keeping of Minutes of all meetings of the P&F
- The responsibility of correspondence and notices of the P&F such as agendas, emails, flyers etc
- Keeping record of all documents of the P&F
- Keeping record of Members and the contact details of members in a membership register
- Ensure a copy of the Presidents Report and the Financial Statement and balance sheet is sent to the school board via President or delegate
- Record and ensure HCS school board receive the names of the Executive Committee elected at the AGM
- Ensure all notices of agendas and minutes of meetings of the P&F are distributed no less than 1 week before a meeting
- Ensure where possible that notices for events are distributed no less than 2 weeks before the event
- Action any decisions made in meetings as directed by the President
- Ensure that the President or themselves obtains signatures of approval from relevant authorities, whether Principal, Accounts Department, President or Treasurer
- Liaise with the HCS office representative regarding items of business and any event approvals
- Will perform the duties of the President and the Vice President if they are unable to attend a meeting or event

Treasurer

The role of the Treasurer is to ensure proper handling, accounting and reporting of P&F funds.

The duties of the Treasurer include:

- The safe custody and stewardship of the funds of the P&F
- The receiving of donations
- The presentation to the Executive Committee of such financial statements as

required from time to time

- The keeping of proper accounts records and the preparation of the Financial Statement and Balance Sheet from December 1 to 30 November (P&F financial year)
- Liaise with HAD representative
- Prepare monthly report and present at P&F meetings
- Have documents available for audit on request

Priorities for the P&F Executive:

All P&F Executive must comply with HCS policies, procedures and priorities. We must perform all duties in the time allocation provided to us by HCS Principal or their delegate.

Primary Objectives of the P&F Executive Roles

1. Promote and develop a spirit of cooperation between School families and the School leadership
2. Support the School through prayer
3. Welcoming new families into the broader School community.

Secondary Objectives of the P&F Executive roles

4. To provide an opportunity for parents and friends of the School to meet in fellowship
5. To provide a mechanism for the involvement of the parent body and friends of the School in activities throughout the year.

Tertiary Objectives of the P&F Executive roles

6. Extra voluntary assistance
7. Fundraising.

Examples of activities to be undertaken

Encouraged	<ul style="list-style-type: none"> • Greeting new parents • Sharing news with P&F members • Prayer and fellowship gatherings
When necessary / in consultation with others	<p>The P&F are encouraged to keep the School Leadership informed and if necessary, seek their advice and support with the following;</p> <ul style="list-style-type: none"> • Complaints and concerns about the P&F presented to the P&F Executive • P&F Executive Positions falling vacant • Proposed events and dates that don't involve School resources, the School name or impacts School operations for approval • Fundraising proposals
Must refer on	<p>The following should be referred to the School Leadership rather than discussed or handled in P&F forums</p> <ul style="list-style-type: none"> • Proposed events and dates that involve School resources, the School name or impacts School operations for approval • Complaints and concerns about staff, students, School policies or procedures • Suggested changes to School policy or procedures • Conflict or disputes within the P&F that have not been resolved through normal grievance procedures • Any matters of concern regarding child protection or safety