PFA POSITION DESCRIPTIONS:

President:
• The president will organise & chair regular meetings,
• co-ordinate dates/approvals etc for activities & events with Dale, school council & staff
• report to school council on PFA’s progress
• Speak publically (school council, assembly etc) for the PFA group.
• Be the ‘liable head of the PFA’ on the school paperwork – and the general contact person should teachers, staff or parents want to discuss anything.
• Work to ensure the PFA are a productive and effective group of volunteers who are fitting and valued representations of the school community.

Vice President:
• Will assist the president & step in for the president when the president is unable to fulfil his/her duties.

Secretary:
• Will take notes when needed, compile the meeting agendas and minute the meetings. Distribute the completed minutes (via email or mail) to PFA members who did not attend (and those who attended at request), as well as a hard copy for the President & staff support (Lynelle).
• Check correspondence in (our mail) & respond appropriately if needed.
• Complete certificates of appreciation when needed, and submit forms for business advertising on the ClassApps and school website.
• Help the president to get notices & other correspondence out to the school community (drafting, printing, photocopying as required).

**Treasurer/Buying Officer:**

• Collect (from Office) interpret & report on bank statements pertaining to the PFA.
• Keep track of money spent (invoices in), as well as money taken for ventures (Mother’s Day stall etc) so we can clearly see what profit the PFA activities make.
• Ensure that invoices directed to PFA are paid promptly.
• Be in charge of bulk ordering for Mother’s Day & Father’s Day stall gifts (with input from member of PFA).
• Organise floats/petty cash from our accounted when needed.

**Grants Officer:**

• Remain up to date and current with school needs to better take advantage of available grants.
• Apply for grants that are appropriate for our school (can be time consuming, involve essay writing, form completion & lots of paperwork). **SHARED ROLE.**