INDIVIDUAL ROLES, DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

President
The President ensures an efficient and well-run organization by:
- Establishing good relationships – respects rights and responsibilities
- Vision of where heading and how it will succeed
- Developing a collaborative relationship with the school principal
- Planning meetings in consultation with the Secretary and Principal
- Following up on action from the previous meeting.

Vice President
The Vice President will support the President by
- Chairing the meeting in his/her absence
- Sharing duties and responsibilities
- Being supportive and attending meetings

Treasurer
The Treasurer is a person of trust and responsibility. Management of the organization’s finances requires patience and time. Duties and responsibilities:
- Must keep accurate financial records of all receipts and expenditure
- Must issue receipts for all money received
- Pay all accounts as authorized
- Bank all money regularly
- Present a monthly financial report
- Arrange for an audited financial report of the AGM
- Arrange of the monthly Bank Statement and reconcile

Secretary
The Secretary is:
- Very important to the efficient operation of the organization
- The point of contact between meetings
- Conversant with all issues
- The link with the school office staff
- Enthusiastic and invaluable/able to work with (and at time around) the President

Sub-Committee Members
All members of the P&F executive and of any sub-committees have a responsibility to ensure that the best possible outcome is achieved. Duties and responsibilities:
- Be prepared for the meeting
- 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