



## Committee Member Standing Orders & Role Descriptions

*November, 2012*

### GENERAL STANDING ORDERS

#### Management of Standing Orders

1. These Standing Orders are established to regulate the responsibilities and actions of the Executive, Special Project Coordinators and Special Project committee members of the Parents and Friends Association of St Benedict's Primary School (P & F).
2. These Standing Orders or parts thereof may be adopted, amended, suspended or cancelled by a Special Resolution passed by a General Meeting of the P & F, where at least 75% of those Members in attendance must vote in favour of the Special Resolution.
3. Abstentions from the vote at that General Meeting shall count as votes against the Special Resolution.
4. In order to encourage attendance at this General Meeting and to promote healthy debate on the issues in focus, proxy votes are not admissible in this instance.

#### Elected and Appointed Office Bearers

1. In terms of the Constitution, the Executive of the P & F are the: President, Vice-President, Secretary and Treasurer. They are to be elected at the Annual General Meeting. The Principal and Parish Priest are ex officio members of the Executive.
2. Special Project Coordinators are to be appointed by the Executive in its management of the affairs of the P & F Association. There is no requirement for elections to be held to fill these positions. These office bearers may become members of the Executive, if deemed appropriate by the Executive.
3. Special Project committee members are appointed by the President on advice from the relevant Special Project Coordinator. The President has the authority to approve or refuse any appointment.

#### General Duties of Office Bearers

1. It shall be the duty of each Office Bearer to act honestly in their dealings with School community and be honest in the use of P & F funds, equipment and its facilities.
2. Each Office Bearer will perform the duties required of them with due diligence to a standard acceptable by law and complying with the P & F Constitution and these Standing Orders.

### ROLE DESCRIPTIONS: P & F EXECUTIVE

#### PRESIDENT

##### It shall be the duty of the President:

1. To be responsible for the leadership of the P & F, and chair all meetings.
2. To plan the Agenda in weeks 2 and 6 together with the Office Bearers: Vice-President, Secretary, Treasurer and Principal.

3. As Chair of every meeting (Week 3 and 7 for each school term), shall sign off as an accurate record the minutes of that meeting. If the President was not the Chair at such meeting, he or she shall arrange for the Chair of such meeting to sign off the minutes as an accurate record of that meeting.
4. To ensure that neither an Executive Member, Special Project Coordinator nor a member of a Special Project Committee expose themselves unfairly to possible conflict of interest or probity issues, the President shall refuse the appointment of any individual to more than one position where they are required to deal with or manage the finances of the P & F or its Special Projects.
5. To run the meetings to set time, set out aims and objectives. Be prepared for the meeting.
6. Where possible, to place a summary of the Agenda meeting into the School Newsletter (for distribution following day).
7. To place a summary of the outcomes from the meeting into the school newsletter (for distribution following day) to allow transparency between P&F and parent body.
8. To be aware of and adhere to the St Benedict's School Mission and Values including Spirituality, Integrity, Dignity, Optimism, Excellence, Respect, Compassion, and Community.

## **VICE-PRESIDENT**

### **It shall be the duty of the Vice President:**

1. To chair meetings in the absence of the President.
2. To act as convenor for any relevant subcommittees.
3. To contribute to the organisation of the Agenda in weeks 2 & 6.
4. To play a constructive role – not just understudy.

## **SECRETARY**

### **It shall be the duty of the Secretary:**

1. To prepare the agenda in consultations with the Executive.
2. To record the minutes of all meetings.
3. To handle all correspondence as directed by the meeting.
4. To send out notices of meetings and to publish information in the School Newsletter as appropriate or required by the Executive.
5. To keep safe custody of all books, documents, writings, etc. and documents evidencing the history of the P & F.

## **TREASURER**

### **It shall be the duty of the Treasurer:**

1. To manage the books of the P & F, ensuring that expenditure does not exceed income.
2. To deposit all funds in the bank without delay.
3. To have custody of all financial records and funds of the P & F.
4. To account for all the P & F's financial records and funds at the Annual Meeting by presenting an Annual Audited Report.
5. To account for all the P & F's financial records any other time upon demand by the Executive.
6. To forward a copy of the Annual Audited Report to the School Board and the Catholic Education Office.
7. To ensure that proper and audited accounts are kept and paid in accordance with the CEO policies and procedures.
8. To ensure that any bank accounts or cheque books carry at least two signatories.
9. To ensure authorised signatories will include the Principal, the President and the Treasurer.

10. To ensure no commitment is entered into for the expenditure of P & F funds, except by resolution of a meeting of the Executive or a General Meeting of the P & F.
11. To ensure all payments shall be by cheque only and only on the authority of the Executive.
12. To ensure that he or she does not hold any other position with the P & F or the School community, including but not limited to school banking, Canteen and fundraising, at which he or she directly or indirectly deals with money of any kind.

## **ROLE DESCRIPTIONS: P & F COMMITTEE AREAS**

### **FUNDRAISING COORDINATOR**

#### **It shall be the duty of the Fundraising Coordinator:**

1. To ensure that all fundraising schemes are approved by the Executive prior to committing to them.
2. To ensure all funds raised shall be properly accounted for and promptly handed to the Treasurer.
3. To develop budgets prior and reconciliations against those budgets for projects that place P & F funds at risk.
4. To advise the President on the appointment of Fundraising Committee members.
5. To establish and oversee relevant subcommittees for individual fundraising projects in order to encourage the maximum participation of parents whose individual skills are best suited to an individual project and to prevent over-commitment of eager volunteers. The Coordinator lends support and advice to the subcommittee event organisers.
6. The Fundraising Coordinator is **NOT EXPECTED** to organise all projects/events but to oversee them to ensure they are running smoothly. Rather, event organisers consult with the Fundraising Coordinator.

### **PARENT REPRESENTATIVE COORDINATOR**

1. Please refer to the Parent Representative Manual found on the St Benedict's website:  
[www.stbenedicts.act.edu.au/communitylife/parentpartnerships.html](http://www.stbenedicts.act.edu.au/communitylife/parentpartnerships.html)

### **GROUNDS MAINTENANCE**

#### **It shall be the duty of the Grounds Maintenance:**

1. To organise, in consultation with the Principal, two main working bees per year – one in May and the other in September.
2. To coordinate, in consultation with the Principal, work of the garden contractor/request jobs to be done on a seasonal basis.
3. To keep an eye on what is happening both with the grounds and buildings and advise the Principal and Office Manager if things need to be attended to or replaced.
4. To coordinate with the Principal if there is items/work that needs to be done with parent assistance.

### **PARENT REPRESENTATIVE SPORT COORDINATOR**

#### **It shall be the duty of the Parent Representative Sport Coordinator:**

1. To locate summer/winter sports available to St Benedict's children within our district.
2. To source applications, enrolment forms, dates and support parents in participating in these sports.
3. To advise/liaise with the Principal or Assistant Principal on sport programmes, i.e.: AFL, Rugby, League, Cricket etc.
4. To help with sporting carnivals if required.

## **CLOTHING POOL COORDINATOR**

### **It shall be the duty of the Clothing Pool Coordinator:**

1. To open the Clothing Pool on a weekly basis.
2. To place a uniform order with Savvy in Terms 1 and 4.

## **CANTEEN REPRESENTATIVE**

### **It shall be the duty of the Canteen Representative:**

1. To be the point of contact between the Canteen Manager and P & F if the Manager is unable to attend meetings.
2. To bank the canteen takings.
3. To pay the Canteen bills as required by the Canteen Manager.

## **SCHOOL BOARD REPRESENTATIVE**

### **It shall be the duty of the School Board Representative:**

1. To be a member of the St Benedict's Primary School Board and attend all P&F meetings to report back to the committee a summary of the Board meetings.
2. To bring to the P&F Committee any requests from the School Board.

These Role Descriptions have been provided by the current Role Bearers in reference to the Parents & Friends Constitution and modified according to goals for the 2013 School Year by the P&F Executive.