



# Our Lady of Mercy College Parramatta

## Parents & Friends Association

### OLMC P&F Committee – Description of Roles and Responsibilities

#### President

The president should:

- provide leadership
- act as a representative of the P&F
- ensure time is used effectively
- ensure decisions are made and followed up
- oversees accountability of the Association
- ensure everyone has a say
- foster good communication between the P&F, school and community
- encourage participation
- conduct meetings in an efficient and timely manner so that all members feel valued
- be familiar with the rules, operations and meeting procedures of the P&F.

#### It is the president's responsibility:

- to ensure that members are aware of the contents of the Minutes of the previous meeting.
- to obtain confirmation of the Minutes and to sign the Minutes book.
- to announce business in accordance with the agenda.
- to give firm rulings and guidance to the meeting.
- to assist the discussion by guiding debate along relevant lines.
- to give all members the opportunity to speak but also to confine speakers to the matters under discussion.
- to put to the vote motions and amendments and to announce the result to determine points of order.
- to provide explanations to those in doubt about procedure or the subject matter under discussion.
- to introduce guest speakers and to arrange for movers of votes of thanks.
- to ensure that priority items on the agenda are dealt with accordingly.
- to establish the next meeting date and time and to close the meeting.

#### Vice-President

The vice-president should:

- consider this position as the president's understudy
- provide support and assistance to the president
- become familiar with P&F operations, rules and meeting procedures.

The role of the vice-president is to provide essential support for the president and possibly other members of the team, i.e. assisting the secretary or the treasurer in some of their tasks.

The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the president.

The vice president can also act as chair for any subcommittees established by the Association.

The person in the role of vice-president, can look on the role as a means of gaining an understanding of the various executive roles.

The vice president should become familiar with the operation of the Association.



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### OLMC P&F Committee – Description of Roles and Responsibilities (Continued)

#### **Treasurer**

It is the duty of the treasurer to ensure:

- that all money due to the association is collected and received and that all payments authorised by the association are made, and
- that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

#### **Secretary**

It is the duty of the secretary to keep minutes of:

- all appointments of office-bearers and members of the committee,
- the names of members of the committee present at a committee meeting or a general meeting, and
- all proceedings at committee meetings and general meetings.
- Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

#### **PRC Representative**

It is the duty of the PRC Representative to:

- attend meetings of the PRC once per term and reports on relevant items.
- provide notice of speakers and events promoted by support bodies such as PRC and CCSP
- represent the parents of OLMC at PRC meetings and events.

#### **Social Committee Coordinator**

It is the duty of the Social Committee Coordinator to:

- promote the events hosted by the P&F
- liaise with College staff as required for events
- manage logistical aspects of events such as catering
- coordinate and manage volunteers as required for events.

#### **Ordinary Members (3)**

It is the duty of the Ordinary Members to assist elected office bearers of the P&F in their duties.