



Our Lady of Mercy College  
Parramatta

**Parents & Friends Association**

## P&F Committee Roles and Responsibilities

### **The President shall:**

- Promote the objectives and functions of the Association.
- Ensure proper governance is adhered to.
- Provide leadership and direction.
- Liaise with the Board and the Principal on any matters that involve the Association and represent views of the Members.
- Support Committee Members as required.
- Chair all meetings in an effective and respectful manner.
- Prepare the Annual Report for presentation at the AGM.
- Represent the Association at College events.
- Act as a Bank signatory as required.

### **The Vice President shall:**

- Participate in all meetings.
- Support the President as required.
- Assume the role of Chairperson when required to do so.
- Fulfill any other reasonable duties as assigned by the Committee from time to time.
- Act as a Bank signatory as required.

### **The Secretary shall:**

- Manage the day-to-day communication and records of the Association.
- Prepare minutes and agendas for meetings in a format and timetable agreed upon by the Committee.
- Pass records in good order to incoming Secretary.
- Maintain a schedule of events at the College requiring the involvement of the P&F.
- Participate in all meetings.
- Fulfill any other reasonable duties as assigned by the Committee from time to time.

### **The Treasurer shall:**

- Maintain financial records and ensure all records and dealings are up-to-date and correct.
- Prepare and present Financial Statements as are required from time to time.
- Bank all monies in the approved bank accounts.
- Make all payments authorised by the Association.
- Lead budget preparation.
- Pass records in good order to incoming Treasurer.
- Participate in all meetings.
- Fulfill any other reasonable duties as assigned by the Committee from time to time.
- Act as a Bank signatory as required.

**The Social Convenor shall:**

- Coordinate, plan and organise social functions for and on behalf of the Association.
- Liaise with College staff as required for the planning and promotion of events.
- Report on event planning, preparation and budgeting to the Committee and at meetings.
- Fulfill any other reasonable duties as assigned by the Committee from time to time.
- Participate in all meetings.

**The Parent Representative Council (PRC) Representative shall:**

- Attend PRC meetings on behalf of the Association.
- Report on activities and initiatives of the PRC at meetings.
- Participate in all meetings.
- Fulfill any other reasonable duties as assigned by the Committee from time to time

**Ordinary Members on the Committee shall:**

- Participate in all meetings.
- Support other Committee members to fulfil their roles as required.