



Tasmanian Catholic Schools Parents and Friends Federation

GUIDELINES FOR PARENTS and FRIENDS EXECUTIVE

The School Parents and Friends Association

Introduction

Parents and Friends Associations act under the auspices of the Archbishop of Hobart. In accordance with his desire for Catholic Schools in Tasmania to give witness to its most important role as an agency of the Catholic Church in Tasmania the Archbishop has endorsed the establishment of Parents and Friends Associations:

- (i) to promote the mission of catholic schools;
- and
- (ii) to foster a true spirit of community.

In that spirit Canon Law 796 lays the foundation for the relationship between parents and friends and the Catholic school, it states,

"Among the means of advancing education, Christ's faithful are to consider schools as of great importance, since they are the principal means of helping parents to fulfill their role in education.

There must be the closest cooperation between parents and the teachers to whom they entrust their children to be educated. In fulfilling their task, teachers are to collaborate closely with the parents and willingly listen to them; associations and meetings of parents are to be set up and held in high esteem..."

Objectives

(Extract from Relationships document Sample Constitution)

- 3.1 The objectives of the Association shall be those which accord with the content of the documents "The Catholic School" (Sacred Congregation for Catholic Education, Rome (1977)) and "The Code of Canon Law (1983)".

In particular, the Association will participate in the optimum spiritual, intellectual, social and physical development of the pupils in the school by:

- (a) fostering a distinctive Christian environment in the school;
- (b) developing maximum co-operation between parents and school staff;
- (c) utilising those structures which are established to promote the principles of Catholic education;
- (d) providing a vehicle for information sharing and participation of parents, in a spirit

of collaboration and common purpose;

- (e) identifying gifts and talents within the parent community and making them available to meet the spiritual, educational, social and material needs of the school; and
- (f) work to promote and defend government support for Catholic education and promote recognition of the important role that parents play in the education of their children by affiliating with, and participating in the activities of the Tasmanian Catholic Schools Parents & Friends Federation.

3.2 The Association shall not:

- (a) have, nor shall it seek to have, any direct control over the management and administration of the school;
- (b) affiliate with any political party or body; nor
- (c) affiliate with any association whose objectives are in conflict with the objectives stated in Clause 3.1.

President / Chairperson

Duties and Responsibilities

- Provides Leadership. As a leader, be a role model by listening, showing interest, appreciation and confidence in members. Admit mistakes.
- Chairs all meetings.
- Acts as a spokesperson for the association.
- Must ensure that the decisions made are consistent with the objectives of the organisation and in accordance with the constitution.
- Ensure adequate and efficient communication exists between the members of the association and the school.
- Develops a working relationship with the Secretary and other members of the executive.
- Ensure meetings follow the agenda and run on time.
- Report to P&F meetings about the activities of the P&F.
- Follow up on actions from the previous meeting.
- Make sure as many opinions as possible are expressed.
- Ensure speakers are not interrupted.
- Sign the minutes of the previous meeting once they have been accepted as a true and accurate record of that meeting.
- Encourage parents to participate.

Vice President

Duties and Responsibilities

- Provides Leadership.
- Chairs meetings where the President is absent.
- Is familiar with the operation of the P&F.
- Has the knowledge of the duties of the President.
- Has a working understanding of the constitution, rules and procedures.
- Works with the President by sharing tasks to achieve the goals of the association.

Secretary

Duties and Responsibilities

- Develop a working relationship with the Chairperson of the Committee.
- List all incoming and outgoing correspondence
- Communicate with Chairperson on any urgent correspondence as soon as possible after listing
- Meetings—assist Chairperson in smooth running of meetings
- Notice of meeting to attendees (allow at least 2 weeks prior to meeting date)
- Agenda to attendees (one week before the meeting)
- Advise Chairperson of any visitors and list apologies
- Organise information for the introduction of any guest speaker
- Have spare copies of agenda and minutes of previous meeting on hand for the meeting
- Supply a prayer for meetings
- Note all motions and resolutions. Proposer's name, Seconder's name and motion lost / carried
- List attendees
- Prepare minutes as soon as possible after the meeting
- Prepare correspondence as soon as possible after the meeting
- Action on motion / resolutions as soon as possible
- Distribute minutes as soon as possible after the meeting
- Maintain and updated file folder of minutes of P&F meetings and all records and correspondence
- Ensure that approved minutes are signed by the Chairperson

Treasurer

Duties and Responsibilities

The Treasurer is responsible and accountable to the P&F Association for all monies held in P&F accounts.

The Treasurer's job is one of the most important in ensuring the smooth running of the P&F. Basically, all that is necessary is to record transactions regularly, to balance them with the bank statement monthly and to present statements to the P&F association for approval throughout the year.

Some key responsibilities of the P&F Treasurer are:

- Recording all transactions accurately
- Keeping the cash books
- Issue receipts for all money received
- Pay all accounts as authorised by the meeting or as required
- Ensure all monies are held / stored securely.
- Bank all money regularly
- Prepare a financial report for each meeting and an annual financial report for the Annual General Meeting
- Ensure the association's financial records meet audit requirements and are presented at the Annual General Meeting
- Arrange for monthly bank statements and reconcile deposit and cheque books with the statements

Authority to sign cheques:

The requirement for the signing of cheques should be set out in the constitution of the association and should be strictly adhered to.