



Tasmanian Catholic Schools Parents and Friends Federation

ROLES & RESPONSIBILITIES OF OFFICER BEARERS

Introduction

These position descriptions outline the usual roles and responsibilities of office bearers of the Federation. They are a guide only and are not a measure of performance. People seeking election to offices should familiarize themselves with the document and be prepared to undertake the roles and responsibilities as described.

State President

- leads the Federation in the pursuit of its objectives in a collaborative style,
- is the primary representative of the Federation,
- ensures the Federation is effective and dynamic,
- chairs state council meetings,
- oversees the preparation of meeting agendas,
- provides advice and guidance to affiliated School Parents & Friends Associations as requested,
- develops effective relationships with the Catholic Education Office, other Educational Authorities, Government Agencies and political leaders,
- leads delegations,
- facilitates and takes responsibility for the business of the Federation in collaboration with other members of the executive,
- is responsible for media comment,
- has delegated authority to manage the Federation's day to day activities,
- has editorial responsibility for all of the Federations publications,
- directs the activities of the executive officer,
- liaises with the Australian Parents Council and its affiliates, other government and non-government parent bodies.

State Secretary

- develops, maintains and fosters the Tasmanian Catholic Parents & Friends network,
- provides guidance and directions to the executive officer in respect of administrative tasks,
- is responsible for minutes of Annual General Meeting, state council meetings and delegations,
- is responsible for the management of all Federation documentation and correspondence,
- is responsible for the preparation for meetings and ensures meeting rooms are booked and sends advice to attendees,
- assists the Chairperson with the conduct of meetings,
- maintains a consistent format for meeting documentation,
- is responsible for the distribution of minutes and associated documentation,
- liaises with the Australian Parents Council and its affiliates, other government and non-government parent bodies.

State Treasurer

- is the financial controller with responsibility for overseeing:
- the financial operations of the Federation,
- the preparation, maintenance and reconciliation of financial records and
- the financial obligations of the Federation,

- prepares budgets and financial reports and cash flow analysis as required,
- reports to the Executive, State Council and meetings of the Federation,
- provides an audited financial report and a budget for consideration and adoption at the Annual General Meeting.

Vice Presidents

- provide support to the State President as required,
- act as vice-presidents of State Council,
- undertake all roles & functions of the President which may be delegated from time to time.
- advocate for affiliated School Parents & Friends Associations and their regions,

Regional Chair

- foster the profile of the Federation within school communities,
- chair regional meetings,
- establish and maintain effective working relationships within the regional committees,
- represent the Federation within their regions,

Regional Secretary

- develop, maintain and foster the regional Parents & Friends network,
- is responsible for minutes of regional meetings,
- is responsible for the management of regional documentation and correspondence,
- is responsible for the preparation for meetings,
- assists the Chairperson with the conduct of meetings,
- maintains a consistent format for meeting documentation,
- is responsible for the distribution of minutes and associated documentation.
- accountable for the regions petty cash records