



P&F Roles & Tasks

Introduction

Parents and Friends is a subcommittee of the OPS School Council. It consists predominantly of a variable group of parents who meet monthly to plan social and fundraising events and activities throughout the school year. This subcommittee is lead by a Convenor who holds the position for the school year and also sits on School Council as a member.

Several smaller planning groups form throughout the year to organize events and activities.

As well as the Convenor role and those of event and activity organizers, some other roles or tasks are required for the smooth running of P&F.

Convenor

The Convenor's role is to:

- Convene P&F meetings (monthly)
- Oversee P&F activities
- Attend School Council meetings (monthly)
- Present P&F initiatives to SC for discussion and approval
- Present P&F event budgets to the Finance subcommittee
- Meet with the school Business Manager to keep her informed (monthly)
- Support P&F activities as needed
- Oversee P&F Google Drive account & calendar

Vice-Convenor

The role of the vice-Convenor is to fulfill the obligations of the Convenor when the Convenor is not available.

Meeting Secretary

The Meeting Secretary is responsible for:

- Agenda: Gather agenda items, write the agenda, circulate the agenda to the rest of the P&F subcommittee
- Minutes: Take minutes during P&F meetings, write up the minutes, circulate the minutes to the rest of the subcommittee
- Set the meeting schedule, along with the Convenor

Administration Coordinator

The Administration Coordinator

- Monitor and maintain P&F email

- Maintain the P&F Google Drive account (filing and retrieving documents, giving access for new people, helping others access the drive)

Marketing Writer

- Write marketing blurbs for each P&F event
 - Note that there are several parents at the school who are graphic designers and are happy to help with event posters and flyers.
- Write P&F contribution to the School Newsletter (every second Wednesday)*
- Write the Community Update (every other week)**

Resource Coordinator

P&F, and the school, have an abundance of assets and resources, however, knowledge of these things often gets lost as people leave the school or P&F.

Likewise, the P&F cupboards in the kitchen and resource portable classroom have, in the past, become dumping grounds with little order.

As such, the Resource Coordinator is responsible for:

- Maintaining the log of all assets and resources available, including where they are stored
- Keeping the storage areas ordered and accessible
- Logging leftover items from events, e.g. wine, soft drink, etc.
- Labeling items in storage

Budget Coordinator/Treasurer

The budget coordinator is responsible for:

- Working with event coordinators/teams to prepare a budget for the Convenor to present to the Finance subcommittee for approval
- Creating and updating the profit and loss statement as event planning progresses
- Ensure each budget and P&L statement is on Google Drive

Class Representative Coordinator

This role involves:

- Coordinating the process to recruit volunteer parents to be Class Representatives.
(A class may have more than one representative.)
- Ensuring the role of Class Rep is communicated to each volunteer
- Compiling class email lists to supply to each class rep.
- Composing or forwarding email communication to class reps for them to forward to the parents in their class.

N.B. This role is suited to someone who checks his or her email reasonably regularly through the day.



Notes

** Every second Wednesday, the school's Administration Assistant compiles a general Ormond Primary newsletter. There is a 'Parents, Friends & Community' section to which P&F contributes. Contributions need to be in the office by the Friday before.*

- Gather contributions from the rest of the P&F subcommittee
- Write the content so it is presented in a consistent manner and tone
- Seek approval from the Convenor
- Submit to the Administration Assistant

*** In the weeks between the OPS newsletters, P&F publish our own newsletter called the 'Community Update'. This extra form of communication has proven to be very effective by presenting our messages front and center, rather than buried in a bigger newsletter.*

- Gather contributions for the rest of the P&F subcommittee
- Write the content so it is presented in a consistent manner and tone
- Compile and set layout of the newsletter
- Seek approval from Convenor
- Send PDF version to Administration Assistant for email distribution. (Or send by the means established for the year, which may be via gmail email lists.)

NOTE I: From experience, it has been best to put the majority of content in the Community Update. Shorter, more essential and time sensitive items can go in the general newsletter, i.e. things that can't wait until the next Community Update.

Note II: The file to be sent cannot be too large (around 350KB). If adding photos to a Community Update, resize the photos in another program first, instead of resizing them in the document. This makes a substantial difference to the file size.