Nominee: __________________________________________

Position (Please tick one):
President
Vice-President
Treasurer
Secretary

Nominated by:
Name: ________________________________________________

SIGNATURE: ______________________________________ _______

Seconded by:
Name: ________________________________________________

SIGNATURE: ______________________________________ _______

Please Note:
• All executive roles are vacated at the P&F AGM and we actively seek nominations for all positions.
• Individual positions in the P&F executive have a maximum two year tenure.
• The role of P&F President requires some knowledge and experience of P&F operations at St Martin’s School.

New Parent Engagement Model 2016
In 2016 we will implement our new Parent Engagement Model. We are looking to schedule five major nights in 2016 when parents can receive information, give feedback and interact, all which improve our school and parent partnership.
The plan is threefold:
1. The elected Parents and Friends Executive will also be involved at the School Board level with the meeting in a one hour meeting prior to the P&F General Meeting.
2. The community will meet for input from guest speakers in the areas relevant to today’s educational trends and parenting challenges including The Cyber World, Mathematics, Improving Literacy, Reporting and Assessment and Resilience.
3. The P&F General Meeting agenda will follow the guest speaker.

The nights may look like this:
Term 1 Parent Teacher Night which includes Principal’s address about school goals for the year.
Term 1 Parent Engagement Night 1 - Children and connected world they live in or Cyber-safety
Term 2 Parent Engagement Night 2 - Literacy in the classroom
Term 3 Parent Engagement Night 3 - Mathematics today
Term 4 Parent Engagement Night 4 - Student Well-being in the Catholic School
President:
* Convene general & executive meetings.
* Present report of P&F activity at meetings
* Ensure meetings run according to constitution
* Maintain relationships with Principal, staff & other community members
* Speak at Prep Information sessions & other events as required.
* Flexischools management authority
* Liaison / contact for committee members and event coordinators
* Is a signatory to accounts and can approve expenses
* Ensure financial accountability

Vice President:
* Convene General & Executive meetings in President’s absence
* Provides support and assistance to all President’s responsibilities.
* Prepare weekly P&F newsletter insert for school newsletter

Secretary:
* Responsible for all P&F correspondence.
* Ensure actions are taken from each meeting and executed
* Prepare agendas and minutes of meetings and distribute in a timely manner.
* Liaison / contact for committee members and event coordinators
* Flexischools management authority.
* Keep all records and files.
* Is a signatory to accounts and can approve expenses.

Treasurer:
* Keep accurate records of all financial transactions & ensure appropriate reconciliations are performed.
* Pay all accounts as authorised in a timely manner
* Present a monthly financial report at P&F meetings.
* Arrange for an annual audit of the accounts.
* Is the holder of any cheque books
* Flexischools management authority
* Is primary signatory to accounts
* Prepare floats and banks takings from events as required.

PPP Coordinator:
* Administration and setup of School Interviews PPP Database
* Liaises with P&F executive on PPP role requirements.
* Provides PPP ‘helper’ lists to event coordinators.
* Manages PPP enquiries from school community.

Class Convenor Coordinator:
* Liaison for all class and year level coordinators on school P&F initiatives
* Liaison to P&F for class convenor activities.
* Coordinators convenor meeting each school term.

Past President:
* P&F constitution requires any President of the P&F to remain as a committee member in a handover advisory role for one year after tenure.

Communications Officer
* Update P&F Facebook page with news and events.
* Prepare event flyers