Positions and Responsibilities

1. **President**
   - Chairs meetings
   - Co-ordinates volunteers for events and functions
   - Liaises with school office and school principal
   - Presents at Prep Information Night and other events where required
   - AGM Preparation (with the Secretary)

2. **Vice President**
   - Supports the President where needed (including chairing of meetings in Presidents absence)
   - Assists in co-ordinating volunteers for events and functions
   - Liaises with Class Reps

3. **Treasurer**
   - Prepares and monitors event budgets
   - Liaises with School Office to pay invoices
   - Records profits/losses
   
   **NB.** Banking and record-keeping are managed by the school office

4. **Secretary**
   - Records and distributes minutes
   - Compiles, updates and distributes contact lists
   - AGM preparation (with President)
   - Prepares agendas for monthly meetings
   - Monitors and manages incoming PTFA mail
   - Maintains membership database.

5. **Newsletter Officer**
   - Writes newsletter updates
   - Forwards updates to school office weekly
   - Contacts class reps to enrol their support for publicising events

6. **Publicity Officer**
   - Produces flyers
   - Produces banners
   - Informs Newsletter Officer of anything that needs to be publicised

7. **General Committee**
   - Helps with events and ideas. Supports other committee members where required – first port of call for event/fundraiser coordinators

   **Co-ordinators are needed for each event/fundraiser.** (Job sheets are available to assist with planning events repeated each year)

All members are welcome at meetings, but you do not have to attend meetings in order to be a member.