**Volunteer Purpose**

Volunteers make a highly valuable contribution to our school community and we aim to provide our volunteers with meaningful opportunities to contribute to the life of the school.

**Purpose of Position**

The purpose of the Parents and Friends Association (P&F) is to assist in the development of a collaborative and cooperative school community in the spirit of the Catholic faith and authentic partnership with teachers and school leadership in the education of their children.

**Key Contributions of a P&F ordinary member**

* Support the development of a community of parents, teachers and students that reflect the school’s vision and values.
* Work closely with members of the school to achieve common goals.
* Act as a liaison between the wider school community and key members of the school.
* Support a high level of social and educational interaction between home and school, parents/carers and school staff.
* Encourage active participation and personal involvement by parents in school programs.

**Key Contributions of a member of the P&F Executive** (President, Vice President, Secretary, Treasurer)

In partnership with the Principal:

* Be responsible for the planning, management and organisation of the P&F’s affairs.
* Be responsible for all financial matters relating to the P&F.
* Coordinate and hold regular meetings.
* Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures.
* Form and manage sub-committees to achieve effective results.
* Be responsible for the activities and dissemination of information pertaining to the Association’s areas of responsibilities and sub-committees.

**Key Contributions of the P&F President**

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| Responsibilities  | Personal Attributes  |
| * Providing leadership to the parent community, including awareness of parental concerns and expectations

  * Responsible for creating annual P&F objectives and delegating duties to achieve plan
* Represents P&F at meetings with Principal
* Chairs Executive, P&F and other special meetings
 | * Demonstrated leadership experience
* Highly developed interpersonal skills

 * Highly developed written and verbal communication skills
* Ability to engage with all members of the school community
* A commitment to the Catholic Faith and wellbeing of our children

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**Key contributions of the P&F Vice President**

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| Responsibilities  | Personal Attributes  |
| * Support all Committee members
* Takes an active part in assisting with all events and receives and resolves escalated issues
* Attends all Executive, P&F and other special meetings, receiving and resolving escalated issues

 * Acts in the absence of the President or secretary
 | * Demonstrated leadership experience
* Highly developed interpersonal skills

 * Highly developed written and verbal communication skills
* Ability to engage with all members of the school community
* A commitment to the Catholic Faith and wellbeing of our children

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**Key contributions of the P&F Secretary**

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| Responsibilities  | Personal Attributes  |
| * Principal administrative officer of the P&F
* Maintains transparent communication with the entire school community
* Takes and distributes accurate meeting minutes
* Collects and distributes all mail
* Writes any written correspondence required by the P&F

 * Receives queries from the school community and directs appropriately
 | * Highly developed written and verbal communication skills
* Ability to engage with all members of the school community
* Experience in minute taking and record keeping
* A commitment to the Catholic Faith and wellbeing of our children

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**Key contributions of the P&F Treasurer**

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| Responsibilities  | Personal Attributes  |
| * Manages the planning and tracking of the P&F finances
* Ensures the P&F is compliant with required accounting standards
* Prepares and maintains all financial reports
* Oversees and is a signatory for all P&F accounts and invoices

 * Presents financial reports at P&F and Executive meetings
* Maintains any necessary P&F insurances

 * Prepares books for audits
 | * Accounting background is preferred
* Ability to review and analyse financial results

 * Highly developed interpersonal skills
* Highly developed written and verbal communication skills
* A commitment to the Catholic Faith and wellbeing of our children

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**Volunteer safeguarding responsibilities**

All volunteers must adhere to the Volunteer and Other Personnel Code of Conduct and the following standards of conduct during their engagement as a volunteer.

**DO**

* Promote the best interests and human rights of children and young people.
* Treat all children and young people with dignity and respect.
* Respect the diverse backgrounds, characteristics and beliefs of children and young people.
* Create environments that are inclusive and culturally safe for all children and young people.
* Listen and respond to the views and concerns of children and young people.
* Maintain proper personal and professional boundaries with children and young people.
* Respect and protect the privacy of children and young people.
* Actively manage risks to the safety and well-being of children and young people.
* Promptly report all abuse concerns, disclosures, complaints and incidents.
* Take prompt action to ensure the safety of a children and young people who may be at risk of abuse.

**DO NOT**

* Have unnecessary or unauthorised physical contact with a child or young person.
* Have unnecessary or unauthorised one-on-one contact with a child or young person (including online).
* Be excessively familiar or develop a ‘special relationship’ with a child or young person.
* Use abusive, obscene or sexual language towards or in the presence a child or young person.
* Show a child or young person sexual or pornographic images.
* Interact with children or young people while under the influence of liquor or drugs.
* Unlawfully supply a child or young person with liquor or drugs.
* Unlawfully disclose personal or sensitive information about a child or young person.
* Take or share images of a child or young person without full and proper consent.
* Unlawfully discriminate against a child or young person.

**Working with Children Check Requirements**

* All volunteers are required to hold a valid Working with Children Card (Positive Notice blue card), unless they are exempt. A volunteer who is a parent of a child attending the school is exempt.