

# Volunteer Statement of Responsibility – Parents and Friends Association



## 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

Responsibilities	Personal Attributes
<ul style="list-style-type: none"><li>• Providing leadership to the parent community, including awareness of parental concerns and expectations</li><li>• Responsible for creating annual P&amp;F objectives and delegating duties to achieve plan</li><li>• Represents P&amp;F at meetings with Principal</li><li>• Chairs Executive, P&amp;F and other special meetings</li></ul>	<ul style="list-style-type: none"><li>• Demonstrated leadership experience</li><li>• Highly developed interpersonal skills</li><li>• Highly developed written and verbal communication skills</li><li>• Ability to engage with all members of the school community</li><li>• A commitment to the Catholic Faith and wellbeing of our children</li></ul>

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

Responsibilities	Personal Attributes
<ul style="list-style-type: none"> <li>• Support all Committee members</li> <li>• Takes an active part in assisting with all events and receives and resolves escalated issues</li> <li>• Attends all Executive, P&amp;F and other special meetings, receiving and resolving escalated issues</li> <li>• Acts in the absence of the President or secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated leadership experience</li> <li>• Highly developed interpersonal skills</li> <li>• Highly developed written and verbal communication skills</li> <li>• Ability to engage with all members of the school community</li> <li>• A commitment to the Catholic Faith and wellbeing of our children</li> </ul>

### Key contributions of the P&F Secretary

Responsibilities	Personal Attributes
<ul style="list-style-type: none"> <li>• Principal administrative officer of the P&amp;F</li> <li>• Maintains transparent communication with the entire school community</li> <li>• Takes and distributes accurate meeting minutes</li> <li>• Collects and distributes all mail</li> <li>• Writes any written correspondence required by the P&amp;F</li> <li>• Receives queries from the school community and directs appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Highly developed written and verbal communication skills</li> <li>• Ability to engage with all members of the school community</li> <li>• Experience in minute taking and record keeping</li> <li>• A commitment to the Catholic Faith and wellbeing of our children</li> </ul>

### Key contributions of the P&F Treasurer

Responsibilities	Personal Attributes
<ul style="list-style-type: none"> <li>• Manages the planning and tracking of the P&amp;F finances</li> <li>• Ensures the P&amp;F is compliant with required accounting standards</li> <li>• Prepares and maintains all financial</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting background is preferred</li> <li>• Ability to review and analyse financial results</li> <li>• Highly developed interpersonal skills</li> <li>• Highly developed written and verbal communication skills</li> </ul>

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<p>reports</p> <ul style="list-style-type: none"> <li>• Oversees and is a signatory for all P&amp;F accounts and invoices</li> <li>• Presents financial reports at P&amp;F and Executive meetings</li> <li>• Maintains any necessary P&amp;F insurances</li> <li>• Prepares books for audits</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to the Catholic Faith and wellbeing of our children</li> </ul>
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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

Approver: Principal

Issue date: 05/03/2024

Next review date: 05/03/2026

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- 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.