

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">• 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	<ul style="list-style-type: none">• 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

Volunteer Statement of Responsibility – Parents and Friends Association



Key contributions of the P&F Vice President

Responsibilities	Personal Attributes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Key contributions of the P&F Secretary

Responsibilities	Personal Attributes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Key contributions of the P&F Treasurer

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

Volunteer Statement of Responsibility – Parents and Friends Association



<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Highly developed written and verbal communication skills • A commitment to the Catholic Faith and wellbeing of our children
--	--

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.

Volunteer Statement of Responsibility – Parents and Friends Association



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.