

# **Shelford Parents' Association Inc.**

## **Statement of Purposes**

The objects of the Shelford Parents' Association Inc. are:

- (a) To co-operate with the School Board of Shelford Girls' Grammar School in working for the advancement and progress of the school and the welfare and happiness of its students and staff.
- (b) To raise funds for the improvement of the school's properties and amenities for the benefit and value of the students.
- (c) To develop positive relationships amongst the parents and between the parents and the Principal, the parents and staff, and the parents and the Board.
- (d) To promote Shelford Girls' Grammar School in the broader community.

## **Committee Job Descriptions**

Shelford Parents' Association is an incorporated association.

The committee is made up of Officers of the Association and Ordinary Members. Under the constitution the Officers of the Association are:

President  
Vice-President  
Secretary  
Treasurer

In addition to the above, the role of the Public Officer is also undertaken by a separate person on behalf of the Association.

The Shelford Parents' Association meets on the last Wednesday of the month during school terms and the Annual General Meeting is held in October of each year.

A brief outline of the various job descriptions and responsibilities follows:

### **President**

The President is the public representative of the Committee to the school community. This role includes:

- Attending meetings and taking on the role of Chairperson at meetings. In the absence of the President, the Vice-President takes on this role.
- Liaising with the Principal and Board as required.
- Working with the Secretary to ensure the agenda for meetings is prepared, minutes are sent out in sufficient time, check minutes for accuracy, sign minutes and ensure that tasks which were to be completed between meetings are completed.

## **Vice-President**

The Vice-President takes on the role of the President when he/she is unable to attend meetings and fulfill their obligations and generally assist the President in carrying out this role.

## **Secretary**

- Attend meetings and take Minutes of Meeting.
- Distribute Minutes in sufficient time for the next meeting (preferably within 7 working days).
- In conjunction with the President, prepare the Agenda for meetings.
- Circulate notice of meetings.
- Attend to relevant notices for the Annual General Meeting (at least 14 days prior).
- Maintain a register of members containing name, address, date became a member entered and date ceased to be a member.
- Maintain Register of Correspondence 'in' and 'out'.
- Maintain all legal documents, eg. constitution, register of members.

## **Treasurer**

- Maintain adequate and accurate accounting records of financial transactions, with full details of all receipts and expenditure.
- Liaise with School in relation to any transactions made by the school on behalf of Parents' Association.
- Present a report on the financial position of the Association at each meeting and prepare an Annual Statement for the Annual General Meeting.
- Attend to banking as necessary and make all authorised payments (2 cheque signatures required) **Please note that most of the banking and payment of accounts is done by the School on behalf of the Association via a Contra Account as authorised by the Treasurer.**
- Advise the School of the Shelford Parents' Association Annual Levy to be billed.
- Arrange change of cheque signatories.

## **Public Officer**

The Public Officer is the main point of contact between the Association and Consumer Affairs Victoria. This role includes:

- Notifying the Registrar of the appointment of a Public Officer, changes to the Association's registered address or any special resolutions relating to the winding up of the association or distribution of assets.
- Lodging with the Registrar the Annual Statement and any supporting documentation within one month after the Annual General Meeting.
- Attending to and obtaining a Liquor Licence as appropriate for functions held by the Association.

## **General Committee Members**

General Committee Members (Ordinary Members) are entitled to attend all meetings and have the same voting rights as Office Bearers. Year level coordinators across the school need to complete a nomination form, as they have an important role on the committee. The role of General Committee Members is to assist and support the Office Bearers in the running of and the co-ordination of activities undertaken by the Shelford Parents Association Inc.