



ST MARTIN OF TOURS
PARENTS AND FRIENDS
ASSOCIATION

ST MARTIN OF TOURS SCHOOL

PARENTS AND FRIENDS' ASSOCIATION

COMMITTEE POSITION DESCRIPTION

Committee Position:	President
Level on Committee:	Core Committee Member
Reports To:	PFA Committee and School Principal & Vice Principal

Description of Duties

1. Chair meetings
2. Act as primary support to the Principal to manage matters of the Association
3. Provide leadership and direction for the PFA supported by the Committee Members
4. Oversee development of Agendas with the Secretary
5. Spokesperson for the Association
6. Co-ordinate Sub-Committees from time to time
7. Provide an end of year report to the Association at the AGM

Additional Comments

Other Tasks Include:

- Liaising between PFA Committee Member, school personnel and other members of the school community
- Liaise with PFA PEB Representative before each PEB Meeting to ensure that any updated information is provided.
- Co-ordinate Annual General Meeting
 - Provide promotional material
 - Present at Prep Welcome Dinner and/or Orientation days
- End of Year Report
 - Highlights of the year to date
 - Recognition of people
 - Allocation of Raised Funds
- Events Calendar
 - Update with agreed events for following year
 - Email to School Administration (Veronica in the office) for publication on the school calendar to be updated in Compass

Office Bearer	Term in Role
Adriana Cargin	2012-13
Michelle Harrison	2014-16
Jamile Petridis	2017-2018
Kate Kelly	2019-

Document Control	
Document Created	16 th August 2016
Last Edited	10 th November 2020