



ORANA CATHOLIC PRIMARY SCHOOL P&F

P 08 9457 4907
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A Cnr Querrin & Vahland Avenues
Willetton WA 6155

7 November 2018

Dear Parents/Carers

The Orana Parents & Friends (P&F) committee is formed of representatives from each year level at the school and an executive group consisting of President, Vice-President, Secretary, Treasurer and Class Representatives Coordinator.

We are currently seeking nominations for three Executive P&F positions starting from 2019. These positions are for two-year terms:

- Vice-President;
- Secretary; and
- Class Representative Coordinator.

The successful nominees will be determined via a majority vote by attendees at the upcoming Annual General Meeting on 29 November 2018 in the school hall.

P&F meetings typically take place in the 3rd and 7th week of each term and are a great place to find out what is happening in the school, gain a better understanding about school policies and activities, offer comments, raise a concern or ask a question, and get to know other parents in our school community. These meetings are open to all parents and guardians at the school. Executive Committee members are expected to attend all meetings as well as out of session planning meetings held at least once per term.

A summary of key roles and responsibilities of each position is attached.

If you wish to nominate for any of the executive positions, please complete the attached form and return it to the school office marked Private and Confidential to the P&F Secretary or email through to oranapandf@gmail.com.

If you have any queries or require further information, please do not hesitate to contact myself or any of the current Executive Committee. Thank you for your cooperation and assistance.

Yours sincerely,

Chris Edwards
P&F President

P&F EXECUTIVE COMMITTEE NOMINATIONS

I wish to nominate myself for the Executive position of (please tick):

VICE-PRESIDENT

SECRETARY

CLASS REPRESENTATIVE COORDINATOR

Name: _____

Phone No: _____

Email: _____

Child's Name: _____

Class: _____

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P&F Executive Roles

The following outline is provided as a description of key traditional duties and expectations of the P&F Executive Roles under nomination.

In order to ensure that the core Executive Committee functions are conducted efficiently and effectively, a number of Ancillary Tasks are also defined which require respective members to meet the demands of modern times and communication methods. Ancillary Tasks are assessed regularly and can be reappointed as required.

Vice-President

Plays an important role within the P&F, not only in the support of the President but in support of all Executive positions when and where required.

- Chairing P&F meetings and Executive meetings in the absence of the President
- Sharing duties and responsibilities as agreed
- Share coordination and reporting of sub-committees

Ancillary Tasks

- Joint admin to the *Parents of Orana* Facebook site
- Joint admin to the *Orana P&F* Facebook account
- Jointly responsible with the President for *Parents of Orana* Facebook posts
- Jointly responsible with the President for event creation on the *Parents of Orana* Facebook site
- P&F Google calendar entry and update
- School calendar update
- School Newsletter entry (typically weekly)

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Secretary

Primarily ensures clear and open communication between all parties is maintained as well as ensuring record keeping of Executive Committee and P&F community decisions for future P&F referencing.

- Communication and correspondence
 - Email/forward/reply to oranapandf@gmail.com account
- Maintaining effective records via the Orana P&F Google Drive account
- Prepare P&F Meeting agendas in consultation with the President
- Ensuring meetings are effectively coordinated and minuted
- Regularly checking and sorting P&F pigeon hole receivables

Ancillary Tasks

- Checking and tabling Suggestion Box entries
- Uploading forms and documents to the P&F page on the school website
- Booking school facilities

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Class Representative Coordinator

Along with the Class Representatives, acts a bridge of communication between the P&F and the parents/guardians of Orana students.

- Part of the Executive Committee
- Relay messages and information between the Class Representatives and the P&F
- Facilitate requests for parents' assistance either directly or via Class Representatives
- Initiate sourcing of new Class Representatives
- Joint admin to the *Parents of Orana* Facebook site
- Joint admin to the *Orana P&F* Facebook account

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