



GENERAL GUIDELINES FOR A PARENTS & FRIENDS ASSOCIATION

These Guidelines are not based on any one particular model. They are provided to assist **Parents & Friends Associations (PFAs)** to establish their own operating structures to meet the needs of their school communities.

Section 1 Introduction

Includes:

- title of the association
- description of the school
- school mission statement

Section 2 Statement of Purpose

This should be a short paragraph describing the role of the PFA within the school.

Section 3 Aims of the PFA

This should be a comprehensive list of how the PFA aims to fulfil its purpose and would include:

- its membership
- its objectives
- its functions (Social events; Fund raising efforts; School fetes; Tuckshop; Uniform; Trivia nights; etc.)

Section 4 Accountability Statement

This should be a statement which establishes the PFA relationship with the Parish Priest, Principal, Board & school community

Section 5 Meetings of the PFA

This section should outline:

- the timing of the Annual General Meeting of the entire PFA
- the timing of regular PFA meetings or forums
- the format of a usual agenda
- the process for decision making

Section 6 Finance and Fundraising

This section should outline:

- the role of the PFA in fundraising for the school
- the process for determining how moneys raised are used by the school
- the signatories for any bank account held

Section 7 Membership of the PFA Committee

This should describe the number and types of members, including both elected and voluntary positions. The Parish Priest & Principal are ex-officio members.

Section 8 PFA Committee

This section should outline:

the role of the Committee members *
the role of the Committee in relation to the PFA
the process for electing the Committee
the term of office for Committee members
the timing of Committee meetings

Section 9 Conclusion

The final section should emphasise the spirit of co-operation and collaboration with which the PFA works and the importance of the body in relation to school community wellbeing.



SAMPLE DESCRIPTION OF ROLES OF MEMBERS OF THE PFA COMMITTEE

*** To assist with Section 8 above.**

President

The President's position carries a task of trust and responsibility and requires skill and time. The President should exercise authority with tact, be impartial and open to other points of view.

The main role of the President is to:

- Be the main representative/spokesperson for the PFA
- Liaise with the Committee members and set the agenda for meetings
- Be the main contact for agenda items
- Open the meetings punctually and ensure the agenda is followed
- Ensure those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made
- Make sure, particularly on contentious matters, as many points of view as possible are expressed
- Make sure everyone is given an opportunity to speak and encourage members to speak by addressing questions to them
- Work towards a collaborative approach with other members of school community
- Be mindful of timelines, keep discussions on track and keep meetings moving

Vice-President

The Vice President plays an important role by assisting the President with PFA responsibilities such as:

- Replace and chair meetings in the absence of president.

Secretary

The Secretary is very important to the efficient operation of the PFA. The Secretary will work with the President and Committee members. Duties and responsibilities include:

- Taking minutes at PFA and Committee meetings
- Photocopying and distributing minutes to Committee members along with agenda one week prior to the next meeting
- In consultation with the Principal and President:
- Providing a summary of the matters discussed at the meeting for
- display on a parents notice board and/or in the school newsletter
- Dealing with any incoming/outgoing correspondence

Treasurer

The Treasurer carries a task of trust and responsibility. Duties and responsibilities include:

- Taking charge of monies of the PFA
- Keeping accurate financial records of all receipts and expenditure
- Banking all money regularly
- Reporting regularly on the PFA's financial position at meetings
- Preparing a financial report for the Annual General Meeting if necessary

Committee Members

Committee members have a responsibility to:

- Attend PFA meetings as regularly as possible and send apologies if unable to attend
- Help organise PFA activities and projects
- Work towards the best possible outcomes being achieved
- Be mindful that discussions should be on topics which are relevant to the whole school community
- Facilitate and nurture positive home/school relationships within the parent community