

The Hutchins Parents' Association Roles and Responsibilities

Aims and Objectives

The aims and objectives of the Hutchins Parents' Association are:

- to contribute to the wellbeing of The Hutchins School community
- to encourage the participation of all parents in the life of the school and the education of their sons
- to provide opportunities for all parents of students of the school to discuss issues concerned with the welfare and the general education policy of the school and to assist in the development of a shared parent view
- to contribute to proposals on school policy and other educational issues to the school council
- to provide opportunities for parents to get to know each other and to be informed about their son's school
- to provide information for parents to extend their understanding of school issues
- to work in cooperation with the school Board, Foundation, Old Boys and the Headmaster
- to raise funds for the benefit of the school resources.

The Executive positions are:

- President
- Vice President
- Secretary
- Treasurer

There needs to be a minimum of four General (committee) Members, preferably to represent each division of the school: ELC, Junior School, Middle School and Senior School.

President

1. Attend Meetings
2. Chair PA meetings Follow proper meeting protocol, including:
 - Manage the flow of the meeting
 - Try and keep meetings as short as possible
 - Allow all members to have a say
 - Keep meetings positive and running smoothly
3. Act as a conduit between the Association and the Headmaster to raise issues that are relevant to the School and PA
4. Establish and maintain relationships with PA members as well as other members of the school community (parents, grandparents, etc)
5. Guide the association in a unified manner to meet goals and targets that we have set
6. Attend school events and act as representative for the Association at nominated school events
7. Prepare meeting agendas for the secretary and approve minutes from meetings
8. Is the conduit between the Association and the Headmaster, as well as other school representatives

9. Work with the Executive to set schedule of General meetings and the Annual General Meeting
10. Prepare regular contributions for the School's Communique

Vice President

1. Attend Meetings
2. Be available to chair meetings if President is unable to attend
3. Provide assistance to the President when required
4. Support executive and general committee members in decision making and task completion.

Treasurer

1. Attend Meetings
2. Receive and review monthly Finance report from the school's finance department.
3. Ensure carry forward balance agrees to closing balance from previous calendar year/month.
4. Ensure fundraising monies are received and deposited promptly and recorded in accurately, and that all fundraising accounts are paid as approved.
5. Report to Parent Association members at meetings on financial result for the prior month based on reports provided, and other relevant information such as stock on hand, accounts owing, etc.
6. Review internal control procedures and recommend improvements/changes as deemed necessary.
7. Review other documentation on file to ensure that deposited income reconciles to fundraising activity supporting documentation provided by activity co-ordinator(s). (eg. Raffle book register.)
8. Ensure the Association is meeting all compliance requirements.

Secretary

1. Attend Meetings
2. Prepare the agenda for meetings in consultation with the President, including:
 - Unfinished business from previous meetings
 - New items from committee members
 - Standard calendar items
 - Make arrangements and advertise meeting dates and times
 - Send adequate notice of the meetings
 - Ensure each member receives a copy of the agenda and previous minutes
 - Collect and collate reports from office
3. Take the minutes of meetings, including
 - Write up the minutes as soon as possible after the meeting.
4. Read, reply and file correspondence as required promptly
5. May be required to write letters, prepare fundraising forms/information, certificates of appreciation
6. Maintain registers of members' names and addressed

7. Maintain files of legal documents as required
8. Respond to general duties as directed by the committee, President or school Headmaster.
9. Submit approved PA General meeting minutes for inclusion on the School's internet
10. Oversee and input information onto Parents' calendar. Monitor the School calendar to ensure appropriate information from that calendar is also on the Parents' calendar.

General Members (4)

1. Represents one of the four areas of the school – ELC, JS, MS, SS
2. Provides support through active involvement and/or coordination of Parent Association events
3. Assists with the organisation of volunteers
4. Communicates with the school
5. Liaise with any local authorities if required
6. Attends regular meetings