

## St. Francis Parents & Friends Roles for 2017

The below parents and friends of St Francis have kindly put their hand up for these roles within the Parents and Friends Network for 2017.

Role	Nominated	Description
Chair Person	Jane Tinkler Jennynne Wilkinson	Chairs the PFN Meeting and keeps meeting to time.
Treasurer	Kylie Myers <u>Signatories</u> 1. Jennynne Wilkinson 2. Gina Lahm 3. Kylie Myers	Prepares monthly report Banks income Pays accounts * Need 3 people to be banking signatories
Minutes Secretary	Amanda McHale	Prepares Agenda for each PFN meeting Records and distributes Minutes of each PFN Meeting
Email Secretary	Zoe McGregor	Monitors the PFN email address and forwards correspondence onto the appropriate person or all PFN to consider information.
Communications Team	Chris Nelson Laurel Holden Amanda Bownds Jane Tinkler	Communication Team will aim to provide consistent sharing of information and news via Facebook, the school website, the school newsletter and printed information so all members of the school community can access the same information. This group will meet as needed.
Grant Writing Team	Dale Smith	Assist in preparing submissions for any Grants the PFN would like to apply for.
Marketing Team	Jo Shorrock Natalie Pierce	Promoting the school in the wider community
Photographer	Rachel Campbell	
Community Activities team	Jo Shorrock Jane Tinkler	Will co-ordinate who is helping with morning tea gatherings
Carnival Book Fair Co-Ordinator	Kerrie Kerr	Co-Ordinate the Carnival Book Fair
Book Fairy	Kerrie Kerr	Co-Ordinate Book Club each term and report at end of year the amount of credits we have for the school to spend.

*PFN is an **open group** and **warmly welcomes all parents & friends** to come along.  
Please forward all ideas and comments to: - [pfn@sfwodonga.catholic.edu.au](mailto:pfn@sfwodonga.catholic.edu.au)*