

## St. Francis Parents & Friends Roles (Historically)

The below is a list of roles that have previously been held by parents and friends of St Francis.

Going forward – what do we think is important? What can be added or dropped off?

It is important the first three listed positions are filled but the other positions can be filled as needed.

Role	Nominated	Description
<b>Chair Person</b>	Alyce Nolte	Chairs the PFN Meeting and keeps meeting to time.
<b>Treasurer</b>	Courtney Bryce	Prepares monthly report Banks income Pays accounts * Need 3 people to be banking signatories
<b>Minutes Secretary</b>	Joanne Fraser	Prepares Agenda for each PFN meeting Records and distributes Minutes of each PFN Meeting (via PFN email and Awesome parents Facebook page)
<b>Email Secretary</b> (Last year this role was combined with Minutes Secretary)	Joanne Fraser	Monitors the PFN email address and forwards correspondence onto the appropriate person or all PFN to consider information. (Last year this role was combined with Minutes Secretary)
<b>Communications Team</b> (Facebook admin for Awesome Parents Page)	Joanne Fraser Lee Jarrett Christine Barnett Anna Mathey	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.
Grant Writing Team	Cassie Horne	Assist in preparing submissions for any Grants the PFN would like to apply for.
Marketing Team	Everyone	Promoting the school in the wider community
Photographer		Photograph and edit photos for events to share.
Community Activities team	Everyone. Contact person- Jane Tinkler/ Alyce Nolte	Will co-ordinate who is helping with morning tea gatherings
Welcome pack assembly	Alyce Nolte/ Courtney Bryce	Prints and collates all the information for the welcome pack, purchases the goodies for the bags and co-ordinates distribution to Foundation students
Hot food co-ordinators	Fleur St Amand/ Tash Collis	Decide on food days and dates Arrange for order forms and collection of money Co-ordinates the Hot Food days including the purchase and cooking of food and volunteers to cook, serve and clean

Children's Fair Co-ordinator	N/A	Organises the stall for the Wodonga Children's Fair from the application, volunteer roster to the set up and distribution of material
Book Fairy Carnival Book Fair Co-ordinator	Romina Lougoon	Co-Ordinate Book Club each term and report at end of year the amount of credits we have for the school to spend Co-ordinate the Carnival Book Fair
Mother's Day / Father's Day Stall Co-ordinator	Alyce Nolte/ Kylie Bryan	Purchase the gifts for sale at stall and arranges set up of stall and volunteers
Special Events Committee	Everyone	Arrange events such as the Country Fair and Bush Dance
Pie Drive Co-ordinator	Sara Wilby/ Christine Barnett	Organises the pie drive, issues and collates orders, gets volunteers for distribution, liaises with Bakery

