



## **PFC – Parents and Friends Community**

The Al Siraat College PFC is made up of Parents, Teachers and any other persons who accept the aims of the Association.

### **The Association aims:**

- To encourage active parent interests at all levels of the College.
- To undertake activities which promote this aim, including social activities.
- To support the staff, where appropriate in the implementation of the College programs.
- To raise funds for the development or improvement of the equipment or premises of Al Siraat College.

A Committee of Management is responsible for the co-ordination of the activities of the Association.

# **AL SIRAAT COLLEGE: PARENTS & FRIENDS COMMUNITY (PFC)**

## **Guiding Framework**

### **KEY GOAL:**

To extend familiarity and support well-being and benefit of all members of the Al Siraat College Community.

### **1. Cyclical events:**

- Develop a calendar of events.

### **2. Community liaison and Friend Raising.**

- Establishing positive relationships with new parents to the College.
- Supporting existing relationships with current parents.
- Encouraging parent participation in all activities at the College.
- Organising social functions.

### **3. Fundraising**

- Organise fundraising activities endorsed by the Principal

## **4. Communication**

- Facilitate the dissemination of information through formal and informal means in a positive and objective manner.
- Formal examples include: Meeting Minutes / news articles • Informal examples include: telephone and chance conversations / emails and social gatherings.

## **5. Member Representation**

- Ensure a broad representation of parents from all classes wherever possible.
- Support the experiences of all students across year levels.

## **6. Member roles and responsibilities:**

- President
- Vice President
- Secretary
- Treasurer
- Head of Fundraising
- Head of Special Events
- Head of Social Connections
- Head of Volunteers

# AL SIRAAT COLLEGE PFF ROLES AND RESPONSIBILITIES

## The President

- To conduct meetings of the PFC.
- To liaise directly with the Principal or designate regarding all matters in relation to the PFC.
- To manage the Agenda for PFC meetings in consultation with the Principal or designate.
- To chair all committee meetings.
- To support and lead all committee members.
- To liaise with members of other parent groups as appropriate when the College grows.
- To co-ordinate, in liaison with the Principal or designate, special activities at the College (ie: The Al Siraat College open day, Family, Special lunch days and any other social events as calendared).
- To co-ordinate in liaison with the Principal or designate, any fundraising initiatives for the College Community.
- To represent the PFC at any special Al Siraat College functions and events.
- To communicate through the College website and other media.
- Parent Liaison.

## The Vice President

- To assist the President as required and undertake the duties of the President in the Presidents' absence.

## **The Secretary**

- To liaise with the President in formulating the Agenda and distribution of Minutes to the Executive, Committee members and Principal.
- To be responsible for taking the minutes at each of the PFC meetings.
- To liaise with and assist the President and Treasurer where appropriate, in undertaking their duties.

## **The Treasurer**

- To manage all financial matters association with the PFC.
- To prepare and present a financial report for each PFC meeting.
- To liaise with and assist the President, Secretary and Head Members where appropriate in undertaking their duties.

## **Head of Fundraising**

- Work with the President on all fundraising tasks.
- Create a calendar of fundraising ideas.
- Plan and prepare fundraising activities.
- Communicate with school community about the fundraising.
- Coordinate the fundraising activities.
- Work with Head of Volunteering regarding need of volunteers for fundraising activity.
- Liaise with Treasurer

## **Head of Special Events**

- Work with the President on all Major Events
- Create a calendar of Special Events.
- Coordinate all aspects of the event.
- Support school delegates in their needs in school events.
- Liaise with the Head of Volunteering for all volunteer needs.
- Liaise with the Treasurer.

## **Head of Social Connections**

- Work with the President on all Social Connection Events
- Create a calendar of Social Connection Events.
- Create inclusive social gathering, classes, or activities to promote community cohesion.
- Coordinate all aspects of the event.
- Liaise with the Head of Volunteering for all volunteer needs.
- Liaise with the Treasurer.

## **Head of Volunteering**

- Work with the President on all Volunteering needs
- Support school delegate on volunteering needs
- Send weekly volunteering requirements to parent volunteers.
- Create weekly volunteer roster and send to persons involved.
- Record and maintain all WWCC of all volunteers.

- Work with the Head of Operations and Compliance to ensure all volunteers have completed the Child Safety Training
- Record and maintain all Child Safety Training completed
- Work with all members of the committee on their volunteering requirement.

