St Andrew’s Community Association Office Bearing roles 2013

The St Andrew’s Community Association (CA) exists to support the school community. The CA is a formal structure recognised by the Church and Catholic Education authorities. All office bearers, whose roles are described below, are representatives of parents/caregivers (“Ordinary Members”) within the community. Office bearers of the CA will uphold the values of the School and the Parish, and be accountable for their role in supporting the community spirit within the School.

All parents & caregivers within the school are “Ordinary members”. To this end, all Ordinary members are encouraged to actively participate in CA General Meetings and support CA events.

The CA represents the interests of the whole parent body. It helps parents engage with the school and the education of their children. It works to support the school.

### Executive members

- **President**
  - *Convene meetings of all General & Executive meetings*
  - *Ensure meetings run according to constitution*
  - *Give all an opportunity to speak*
  - *Liaise with Principal & ensure activities are sanctioned by Principal*
  - *Ensure financial accountability*
  - *Maintain relationships with Principal & Staff & other community members*
  - *Ensure all community members are informed*
  - *Is a signatory to accounts*

- **Vice President**
  - *Convene meetings in President’s absence*
  - *Constructive role not just an understudy*
  - *Ensure meetings run according to constitution*
  - *Ensure actions are taken from each meeting and executed*
  - *Receive reports from sub-committees*
  - *Prepare minutes of meetings and distribute in a timely manner*
  - *Provide opportunity for parent education*
  - *Maintain relationships with Principal & Staff & other members*
  - *Ensure all community members are informed*
  - *Is a signatory to accounts*

- **Secretary**
  - *Be the central point of correspondence to and from the CA*
  - *Ensure meetings run according to constitution*
  - *Ensure actions are taken from each meeting and executed*
  - *Receive reports from sub-committees*
  - *Prepare minutes of meetings and distribute in a timely manner*
  - *Prepare information for school newsletter*
  - *Keep all records and files*
  - *Present an annual audit of the accounts*

- **Treasurer**
  - *Keep accurate records of all financial transactions & ensure appropriate reconciliations are performed*
  - *Pay all accounts as authorised in a timely manner*
  - *Present a monthly financial report to CA General meetings*
  - *Ensure financial accountability*
  - *Provide opportunity for parent education*
  - *Maintain relationships with Principal & Staff & other members*
  - *Ensure all community members are informed*
  - *Is a signatory to accounts*

- **P&F Diocesan Delegate**
  - *Attend both local association and Brisbane Archdiocesan Federation meetings*
  - *Ensure diocesan correspondence is presented to the CA*
  - *Report on diocesan council meetings to the CA General meeting*
  - *Highlight wider education issues and act as a conduit between the BCE and the community*
  - *Ensure all community members are informed*
  - *Is a signatory to accounts*

### Ex-officio members

- **Parish Priest**
  - *The Parish Priest has overall responsibility under Canon Law for the whole parish community*
  - *Is involved in the life of the children at the school, as supported by the CA Executive and parents of the school*
  - *Is the central point of coordination between the Community Association, classroom teachers and parent liaisons for each year level*
  - *Provides advice and support to the parent liaisons elected*
  - *Embraces new members of the school community and supports their introduction*
  - *Provides a report to the CA General meetings*

- **Principal**
  - *The Principal has the final decision making role on monies spent from donations.*
  - *Decisions made at CA meetings on events must have the approval of the Principal (or delegate) as he/she has ultimate responsibility for the school*
  - *Present a monthly report to the CA general meeting on the school highlights*
  - *Works collaboratively with the CA and provides leadership, guidance and support*
  - *Provides a report to the CA General meetings*

- **Pastoral care coordinator**
  - *This role may be jointly performed.*
  - *Is the central point of coordination for five events held by the Community Association being at a minimum:*
    - Term 1: Skate Night
    - Term 2: Children’s Disco
    - Term 3: Adult Social Disco
    - Term 4: Extravaganza
  - *This role is pivotal to ensuring events are performed within the CA guidelines*
  - *This role is not expected to manage each event. It is the responsibility of the parent body to support events*
  - *Provides a report to the CA General meetings*

- **Events coordinator**
  - *New role in 2013*