



Guidelines of Parents and Friends of Our Lady (PFOL) Help of Christian School Eltham

1/ TITLE

- 1.1 The Organisation shall be known as the PFOL, Parents and Friends of Our Lady's, (Catholic Primary School Eltham).

2/ OBJECTIVES

- 2.1 Social: To help build community spirit through involvement in a variety of events/activities and to provide an avenue for social interaction amongst parents, grandparents and carers at all year levels.
- 2.2 Fundraising: To seek the cooperation of parents, grandparents, carers and staff to assist the school in providing additional funds required to support opportunities to fund resources for students at Our Lady Help of Christian School.

3/ MEMBERSHIP

- 3.1 Notionally, all parents and carers of children attending the school, and all staff at the school will be members of the PFOL.
- 3.2 Each year a committee (team) of parents and carers will form to create the PFOL Committee
- 3.3 Nominations for office-bearers will be received by the PFOL Coordinator in advance or at the Annual General Meeting.
- 3.4 All office-bearers or any PFOL member that will come into contact with children as part of their duties will need to adhere to our Child Safe policies and protocols and have a current Working with Children Check.
- 3.5 In the case of the PFOL Coordinator and Treasurer, a Police Check will also be required.

4/ COMMITTEE

4.1 The Committee will consist of the following:

Coordinator (Chairperson)
Treasurer
Secretary
Other parent and carer members (number to be reviewed each year)

(Ex-officio members)
Parish Priest
School Principal
1 Staff member

4.2 The Coordinator and Treasurer, will be elected at the Annual General Meeting each year. Those elected will take office from the beginning of the next School year, and remain in office until the end of the school year.

4.3 At meetings of the Committee, all members of the Committee will have equal voting power.

4.4 At AGMs of the Committee, the quorum shall be 5

5/ COORDINATOR

5.1 The Coordinator or his/her nominee will preside at each meeting of the Committee and at the Annual General Meeting to be held in Term 4 of each year

5.2 The Coordinator or his/her nominee will attend as required meetings of the School Advisory Council to present a report outlining the activities of the association.

5.3 Together with the Secretary (if one is appointed, and if not with other members of the Committee), the Coordinator will prepare the Agenda for the forthcoming meetings.

6/ SECRETARY

6.1 The Secretary will attend Committee Meetings and the Annual General Meeting. He/she will maintain a record of the proceedings of each meeting, and circulate to all committee members. He/she will file all reports from the sub-committees and hand over all records to his/her successor on relinquishing office.

6.2 Advise the Committee of all incoming relevant correspondence.

6.3 Co-ordinate the written acknowledgment of relevant sponsors for each fundraising activity (Certificate and/or letter)

6.4 Provide to the school Newsletter editor (or office) any correspondence from the PFOL to the school community

7/ TREASURER

- 7.1 The Treasurer will receive all monies and keep accurate records of accounts. He/She will present at each Committee meeting and Annual General Meeting, a statement of accounts showing receipts and expenditure and the outstanding balance. He/She will hand over all books to his or her successor on relinquishing office.

8/ COMMITTEES

- 8.1 The Committee will appoint sub-committees as required from time to time to co-ordinate specific fundraising or social events.
- 8.2 Each sub-committee will appoint a spokesperson who will report on each sub-committee's progress to the next meeting of the Committee as required.
- 8.3 Parents & carers from outside the nominated Committee will be allowed to join sub-committees.

9/ TERMS OF OFFICE

- 9.1 All elected office-bearers of the Committee are elected for one year, and shall retire at the Annual General Meeting each year. They may stand for re-election if they so choose.
- 9.2 In the event of a vacancy of office-bearers or any committee member occurring during the year, the Committee has the power to co-opt a person from among the members to fill the vacancy.

10/ MEETINGS

- 10.1 The Committee will meet monthly (or as required as by general agreement with the Committee).
- 10.2 The Annual General Meeting shall be held in Term 4 of the School year.
- 10.3 Members of the PFOL wishing to raise a matter related to the activities of the PFOL at the Annual General Meeting shall notify the Secretary (or Coordinator if one is not appointed) prior to the proposed meeting date.
- 10.4 An Agenda for the Annual General Meeting will be circulated at least one week prior to the proposed meeting date.
- 10.5 The date of the Annual General Meeting will be circulated at least one month prior to the meeting date.

11/ CHANGES TO GUIDELINES

11.1 The Guidelines may be changed at the Annual General Meeting of each calendar year, or at a Special General Meeting called for that purpose. At least two-thirds of those attending the meeting must endorse the proposed changes before they can become effective.
