



Roles and Responsibilities of the School Community Forum (SCF) Executive

THE CHAIRPERSON

- ▶ convenes and conducts each meeting in accordance with the Constitution, provides leadership and follows appropriate meeting procedures, offering welcome and introductions. This includes ensuring that attendees adhere to the agenda and do not raise items for discussion that are not included on the agenda.
- ▶ fosters good communication between the SCF, school principal and staff, school community, parish priest and the broader community.
- ▶ ensures a positive tone for the meeting and that the meeting does not become a time where parents air personal grievances.
- ▶ should remain impartial in any discussion and ensure all points on both sides are raised and debated. If the Chairperson has strong views, they should step down from their role during that discussion and the Assistant Chairperson or other Executive member can assume the role. The Chairperson does not exercise a casting vote if the vote is tied.
- ▶ cannot hold the office of Treasurer.
- ▶ shall be a signatory on SCF accounts.
- ▶ acts as a representative of the School Community Forum.
- ▶ ensures time is used effectively and decisions followed up.
- ▶ oversees accountability of the SCF and ensures an annual audit review of accounts is undertaken.
- ▶ ensures everyone has an opportunity to contribute and encourages participation and all attendees feel welcomed.
- ▶ distributes Minutes of the previous meeting and signs ratified Minutes for the Secretary to retain .
- ▶ provides explanations to those in doubt about procedure or the subject matter under discussion.
- ▶ establishes the next meeting date and time and to close the meeting.
- ▶ may meet with Executive prior to the meeting to discuss the agenda but all decisions should be made at a scheduled SCF meeting.
- ▶ develop and maintain a close working relationship with the Principal and the school community.
- ▶ collaborate with the Principal to write a short report on the activities of the SCF to be sent to the Family School Partnerships Lead who will provide it to the Board of the Diocese of Lismore Catholic Schools Ltd.

THE ASSISTANT CHAIRPERSON

- ▶ Fulfills the role of Chairperson in his or her absence or when required. It may be viewed as a learning experience for a parent wanting to take on the role of Chairperson in the future.
- ▶ Chairs SCF meetings when the Chairperson is absent.
- ▶ Assists the Chairperson in attending official school and parent functions.
- ▶ Smaller schools can forgo the position of Assistant Chair if it is difficult to have adequate parent involvement to nominate for this position.

THE SECRETARY

- ▶ Maintains attendance records for all meetings.
- ▶ Assists the Chairperson in preparing an agenda for each meeting.
- ▶ Collates agenda papers for each meeting (including subcommittee reports).
- ▶ Prepares and presents minutes of SCF and officers meetings at each General Meeting.
- ▶ Records and deals with correspondence in/out as directed by the SCF. All correspondence out should be ratified by the school principal or their delegate.
- ▶ Organises, records and maintains information pertaining to the activities of the SCF.
- ▶ Has custody of SCF Association documents.

TIPS FOR THE SECRETARY

Agenda

- ◆ Prepare the agenda in advance (see the samples in the section 'Meetings, Committees and Procedures' at the end of this toolkit.)
- ◆ Consult with Chairperson, Treasurer and other report givers in order to prepare the agenda.
- ◆ Identify any business that needs to be addressed.
- ◆ Provide copies of the agenda to the meeting – time for pre-circulation of papers.
- ◆ Prayer: confirm parish priest or parish representative will prepare a prayer experience to open the meeting or another Forum member if they are unavailable.

Minutes

- ◆ Provide copies of the minutes to those present at the meeting.
- ◆ Record a summary of the main points of discussion as dot points. They do not need to be word for word.
- ◆ Do not name individuals involved in the discussion.
- ◆ Identify items that require action from the correspondence list.
- ◆ Prepare the Minutes for distribution as soon after the meeting has concluded.

Correspondence

- ◆ Check the mailbox regularly (post and email).
- ◆ Have a summary list for the meeting.
- ◆ Inwards: identify pertinent items needing action or which should be brought to the attention of the meeting.
- ◆ Outward: letters authorised by the last meeting. All correspondence out should be co-signed by the school principal or their delegate.

Record keeping

- ◆ Maintain up-to-date membership record.
- ◆ Keep a record of continuing motions that affect the way the PSF does business.
- ◆ Record who moved and who seconded the motion and the outcome of the motion.
- ◆ Record discussion briefly if no decision was made (dot points).
- ◆ Other files e.g. significant activities outlines, list of materials needed for functions.



THE TREASURER

- ▶ Has the overall responsibility for the financial management of the SCF, including all subcommittee accounts.
- ▶ Complies with the reporting requirements.
- ▶ Prepares an annual budget for the SCF in consultation with Executive and Principal.
- ▶ Supplies a financial statement at each meeting.
- ▶ Makes all cheque books, deposit books and receipt books together with books of account, available to the auditor.
- ▶ Prepares annual statements and ensures all financial records of the SCF Association are audited annually. A copy of the auditors report is to be provided to the Principal for school records.
- ▶ Keeps accurate accounts of receipts and expenditure.
- ▶ Stores all previous years records on the school premises.

TIPS FOR THE TREASURER

- ◆ Obtain the records from the previous Treasurer.
- ◆ Develop an accountable book register which lists the number of cheque books (with cheque numbers), order books and receipt books in existence.
- ◆ Have signatories for cheque account operation changed at the financial institution if changes in the Executive occur.
- ◆ Record the transactions of the SCF as they occur during the month.
- ◆ Promptly bank all monies in the SCF bank account Association account.
- ◆ Keep the cashbook up to date.
- ◆ Pay all accounts promptly when authorised by a meeting.
- ◆ If using a cheque book linked to the account, make sure all cheques are correctly filled out and all cheques signed by the appropriate people only once the cheque is filled in.
- ◆ Fill out cheque butts in detail as they are a record of payments made.
- ◆ Ensure the Chairperson and Secretary are given a copy of the signed statements prepared for each meeting, to be inserted in the Minutes book.
- ◆ Give a copy of the audited financial statements to the secretary after the AGM and a second copy to the Principal for their records.
- ◆ IMPORTANT: All financial records should be securely stored on-site at the school.
- ◆ Ensure accounting is open and transparent. Welcome questions about SCF finances.
- ◆ Discuss and address any issues raised by the auditor.
- ◆ Ensure reports are countersigned.
- ◆ Ensure all books/records are audited each year prior to and in preparation for the AGM.

REGULAR CHECKS

- ◆ Is a schedule of payments presented for approval to each meeting?
- ◆ Is a statement of receipts and payments presented to each meeting?
- ◆ Is the bank reconciliation checked by an Executive member other than the Treasurer before each meeting?
- ◆ Are all payments supported by invoices/receipts/dockets?
- ◆ Do 'Goods Received' and 'Paid' stamps/markings appear on all paid invoices?
- ◆ Are photocopies of invoices used to support payments stamped/marked 'not previously paid'?
- ◆ Is the bank statement sighted and signed when the bank reconciliation is checked?

