

Sydney Grammar School St Ives Preparatory Parents' Association



PA Roles and Responsibilities Framework

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Purpose and Application

This Framework sets out the roles and responsibilities of designated positions within the Parents' Association (PA), together with responsibilities for standing activities and recurring events. It is intended to provide clarity regarding accountability, working relationships and the responsibilities associated with each role.

This Framework should be read in conjunction with the PA Constitution, PA Code of Conduct and PA Policies and Procedures. All PA role holders are expected to act within the authority of their role and in accordance with these documents. Role descriptions are intended to provide a clear framework for each position and are not exhaustive of every activity that may reasonably arise in carrying out the role. Where there is any inconsistency, the PA Constitution will prevail.

This Framework may be reviewed and amended by the Executive Committee in consultation with the School to ensure roles and responsibilities remain current and reflect the operating needs of the PA. Any material change must be communicated to affected role holders and reported at the next PA General Meeting.

Responsibilities Applying to All PA Role Holders

All PA role holders are expected to:

- act in accordance with the PA Constitution, PA Code of Conduct and applicable PA Policies and Procedures;
- act within the authority and responsibilities of their role;
- maintain appropriate confidentiality and protect information obtained through their PA role;
- disclose actual, potential or perceived conflicts of interest;
- use PA funds, property, systems and information only for authorised PA purposes;
- maintain appropriate records relevant to their role in designated PA systems or storage locations;
- comply with applicable School requirements and directions when undertaking activities involving the School;
- work collaboratively and respectfully with the School, PA members and volunteers; and
- provide an appropriate handover of PA records, information, system access and property when completing their role.

Appointment to a role under this Framework does not provide authority beyond that provided under the PA Constitution or PA Policies and Procedures.

Executive Committee Roles

President

Lead the PA and oversee its activities in accordance with the PA Constitution, PA Code of Conduct and PA Policies and Procedures. Provide leadership that supports the effective, inclusive and respectful operation of the PA, chair PA meetings and oversee PA committees and activities. Work

with the School and relevant PA role holders to coordinate the annual PA calendar and ensure required School approvals are obtained for PA activities.

Act as the primary liaison between the PA and the School, working closely with the Headmaster, Vice President, Treasurer, Secretary, Executive Committee, General Committee and Year Group Liaisons for PA related activities. Support collaboration across the PA and encourage participation and effective communication between role holders.

Must meet the eligibility requirements for President set out in the PA Constitution. Acts as an authorised signatory on PA bank accounts and exercises authority in accordance with the Constitution and PA Policies and Procedures.

Vice President

Support the President in the leadership and effective operation of the PA and act on behalf of the President when required. Chair PA meetings in the President's absence and support or lead committees, initiatives and activities as agreed with the President and Executive Committee.

Work closely with the President, Treasurer and other members of the Executive Committee, as well as General Committee members and Coordinators. Provide additional leadership and support across the PA where required and assist in maintaining continuity across PA activities and committees.

Acts as the primary backup to the President and may undertake the responsibilities of the President when the President is unavailable, subject to the Constitution and applicable PA Policies and Procedures.

Treasurer

Oversee the financial management and financial governance of the PA in accordance with the Constitution and PA Policies and Procedures. Prepare and manage the annual PA budget, monitor the PA's financial position and commitments, maintain appropriate financial records and oversee banking, payments, reconciliations and financial reporting. Provide financial guidance to PA role holders and present financial reports at PA meetings.

Work closely with the President, Assistant Treasurer and Executive Committee on the PA's financial position, annual budget and financial priorities. Support Event Coordinators, Year Group Liaisons and other PA role holders in meeting applicable budgeting, procurement, payment and financial approval requirements, and liaise with the School regarding annual funding priorities where appropriate.

Acts as an authorised signatory on PA bank accounts and approves and processes expenditure in accordance with the financial authorities and approval requirements set out in the Constitution and PA Policies and Procedures. Responsible for maintaining appropriate financial records and supporting an effective financial handover.

The Treasurer's operational responsibilities do not displace the collective responsibility of the Executive Committee, as the PA's Responsible People, to oversee the PA's financial affairs.

Assistant Treasurer

Support the Treasurer in the financial management and administration of the PA and act as Treasurer when the Treasurer is unavailable. Assist with payments, reconciliations, financial records and other financial activities and provide practical financial support to PA activities and events.

Work closely with the Treasurer, President and Executive Committee and act as a key financial contact for Event Coordinators and Year Group Liaisons in relation to event budgets, payments and other financial requirements.

Acts as an authorised signatory on PA bank accounts. Reviews and approves payments where authorised to do so and in accordance with the PA's banking, financial authority and approval requirements.

Secretary

Support the effective administration and governance of the PA by coordinating meetings, agendas, attendance records, minutes and agreed actions. Maintain the PA's central governance and administrative records and support the coordination of the annual PA calendar and PA communications.

Work closely with the President, Executive Committee and School in coordinating PA meetings and the annual PA event schedule. Liaise with General Committee members, Coordinators and Year Group Liaisons to support the timely distribution of information, records and agreed actions.

Responsible for maintaining appropriate and accurate PA records in designated PA systems and storage locations. Supports the establishment and administration of PA communication channels, including approved WhatsApp and social groups, and ensures an appropriate handover of records at the completion of the role.

Assistant Secretary

Support the Secretary in the administration and communication activities of the PA, with particular responsibility for coordinating PA newsletters and maintaining PA website content. Assume the responsibilities of the Secretary when the Secretary is unavailable.

Work closely with the Secretary, President, School and relevant communications volunteers to ensure PA information is current, accurate and appropriately communicated to the School community.

Acts as the backup to the Secretary and ensures PA communications and website content are managed through approved channels and in accordance with PA confidentiality, privacy and communication requirements.

General Committee and Coordinator Roles

Events Coordinator

Oversee and support the effective planning and delivery of PA events, promoting a consistent approach to event management across the PA. Guide event organisers in completing required planning and event documentation and support appropriate event close-out, including the recording of relevant income and expenditure.

Work closely with the President, Treasurer, Year Group Liaisons, Event Committees and other relevant Coordinators. Provide guidance to event organisers and facilitate coordination between those responsible for event delivery, financial management and School requirements.

Should have previous experience organising PA events. Ensures events are planned using the approved Event Planning Templates and in accordance with PA Policies and Procedures. The role does not independently authorise expenditure or financial commitments outside the authority provided under those policies.

Annual Event Coordinator

Lead the planning and delivery of the PA's Annual Fundraiser, ensuring the event provides an engaging experience for the School community while supporting the PA's fundraising objectives. Coordinate all key aspects of the event, including event planning, suppliers, entertainment, catering, ticketing, communications, volunteers and event-day delivery, using the approved Event Planning Templates and processes.

Work closely with the President, Events Coordinator, Treasurer, Event Committee, Year Group Liaisons and relevant PA Coordinators and Administrators. Coordinate the Event Committee and other volunteers involved in delivering the event and ensure relevant PA role holders are engaged throughout the planning process.

Responsible for ensuring the event is planned and delivered in accordance with the approved event plan and budget, PA Policies and Procedures and applicable School requirements. Supplier engagements, expenditure and other financial commitments must be made within the applicable PA approval authorities, with appropriate event records maintained and a financial and operational close-out completed following the event.

SignUpGenius & Volunteer Administrator

Administer the PA's volunteer registration system and coordinate online volunteer sign-ups for PA events and activities. Create and maintain approved volunteer sign-ups and assist event organisers with coordinating volunteers who register to assist.

Work closely with the Events Coordinator, Event Committees, Year Group Liaisons and other Coordinators requiring volunteer support to ensure sign-ups reflect agreed event requirements.

Responsible for administration of the PA's approved volunteer registration platform. Access must be used only for authorised PA purposes, with personal information handled in accordance with applicable privacy and confidentiality requirements and system access appropriately handed over when the role ends.

Humanitix Administrator

Administer the PA's Humanitix platform and create approved booking forms and links for PA events and activities, including the Year 6 Dinner. Support the accurate setup and administration of event registrations and ticketing in accordance with approved event arrangements.

Work closely with the Events Coordinator, Treasurer, Event Committees and Year Group Liaisons to ensure event booking arrangements accurately reflect approved pricing and other event requirements.

Responsible for administration of the PA's Humanitix account. Pricing, refunds, discounts and other financial settings must reflect approved arrangements and be managed in accordance with PA Policies and Procedures. System access must be appropriately managed and handed over when the role ends.

Flexischools Administrator

Administer PA event and activity information made available through Flexischools, including activities such as Special Food Day. Ensure information published through the platform accurately reflects approved PA and School arrangements.

Work closely with the Events Coordinator, Fundraising Activities Coordinator, School and other relevant PA role holders to obtain and maintain accurate information for activities administered through Flexischools.

Responsible for PA administration of the platform within the authority provided to the role. Content, pricing and other material settings must reflect approved arrangements, and system access must be appropriately managed and handed over when the role ends.

Library Book Covering Coordinator

Coordinate PA volunteers to assist the School with the covering of new library books and other library book-covering requirements requested by the School. Organise the allocation and completion of work and support volunteers participating in the activity.

Work closely with the School and participating volunteers to understand requirements, coordinate the books requiring covering and organise appropriate volunteer assistance.

Readers Covering Coordinator

Coordinate PA volunteers to assist the School with the covering of reader books and other classroom reading materials requested by the School. Organise the allocation and completion of work and support volunteers participating in the activity.

Work closely with the School and participating volunteers to understand requirements, coordinate the materials requiring covering and organise appropriate volunteer assistance.

Liaisons Coordinator

Provide guidance and support to Year Group Liaisons and promote a consistent approach to the Liaison role across all year groups. Support newly appointed Liaisons in understanding their responsibilities, PA processes and available resources, and provide ongoing guidance throughout the year.

Work closely with Year Group Liaisons, the President, Secretary and Events Coordinator as appropriate. Act as the principal PA contact for Liaison queries and support effective communication and positive relationships between the PA and year groups.

Should have previously held a Year Group Liaison role and have a sound understanding of PA processes, communication expectations and the responsibilities and boundaries of the Liaison role.

PA Hub Coordinator

Coordinate the organisation, storage, appropriate use, borrowing and return of PA property, ensuring appropriate oversight and accountability for assets leaving and returning to the PA Hub.

Provide borrowers with the current PA Property Borrowing Agreement, determine and record the estimated replacement value and applicable bond payment, and maintain the PA Property Borrowing Register, including the administration and borrowing fee and any refund. Work with borrowers, the Treasurer, Assistant Treasurer and relevant PA Coordinators and volunteers to manage borrowing and return arrangements in accordance with the PA Policies and Procedures, escalating any loss, damage or significant discrepancy as appropriate.

Pre-Loved Uniforms & Uniform Shop Coordinator

Coordinate the PA's support of the School Uniform Shop and manage the PA's Pre-Loved Uniform program. Organise PA volunteers to assist the School Uniform Shop as required, including coordinating volunteer rosters, and oversee the collection, assessment, organisation and sale of eligible pre-loved uniform items.

Work closely with the School Uniform Shop Manager, PA volunteers, Treasurer and other relevant PA role holders, as well as parents donating or purchasing pre-loved uniforms. Support effective communication between the PA and the Uniform Shop in relation to volunteer requirements and the operation of the Pre-Loved Uniform program.

Responsible for ensuring volunteers are appropriately coordinated to support the Uniform Shop and that the Pre-Loved Uniform program is managed in accordance with approved PA processes, including applicable standards for accepting and categorising items. Maintain appropriate stock and sales records for pre-loved uniforms and ensure funds received are managed in accordance with PA Policies and Procedures.

PA Merchandise Coordinator

Coordinate the sale, stock management and fulfilment of PA merchandise approved by the School and PA. Support PA fundraising initiatives through the effective administration of merchandise sales and ensure orders are processed and made available for collection in accordance with agreed PA processes.

Work closely with the Treasurer and Assistant Treasurer and relevant suppliers where appropriate and volunteers supporting merchandise sales, stock management and distribution.

Merchandise must be approved by the School and sold through PA-approved platforms in accordance with PA Policies and Procedures. Appropriate stock and sales records must be maintained, with material discrepancies identified and appropriately escalated.

Fundraising Activities Coordinator

Coordinate the planning and delivery of smaller PA fundraising activities, including Special Food Day, the Concert Cafe and other fundraising activities agreed by the PA. Coordinate food and beverage requirements, stock and supplies, sales or ordering arrangements, volunteers, set-up and pack-up, and other practical requirements associated with each activity.

Work closely with the Events Coordinator, Treasurer, relevant PA platform administrators, Liaisons and volunteers involved in delivering the activities. Coordinate with relevant PA role holders to ensure operational and financial arrangements are established in advance of each activity.

Responsible for ensuring fundraising activities are delivered in accordance with applicable PA Policies and Procedures, approved budgets and School requirements. Appropriate event, stock and financial records must be maintained and any material issues or discrepancies appropriately escalated.

Year Group Liaison Roles

Foster a welcoming, inclusive and connected community within the year group and support engagement between parents and the PA. Facilitate appropriate year-group social activities, communicate relevant PA information and coordinate the delivery of PA events and activities allocated to the year group, either directly or through nominated parent volunteers.

Work collaboratively with fellow Year Group Liaisons, the Liaisons Coordinator, Events Coordinator, Treasurer and other relevant PA role holders, and engage positively with parents within the year group. Support the flow of PA information while recognising that Liaison communications do not replace formal School communications and that the Liaison role is not a channel for individual student, parent or School-related concerns.

Year Group Liaisons may lead and coordinate fundraising initiatives for significant School-related milestone events associated with their year group. Any such initiative must be proposed, approved and managed in accordance with the Year Group Fundraising provisions of the PA Policies and Procedures.

Year groups should ordinarily have two to three Liaisons, with responsibilities for communications and events shared between them. Liaisons are expected to follow the PA Constitution, PA Code of Conduct and PA Policies and Procedures, appropriately manage information obtained through the role, and support an effective handover to incoming Liaisons and event organisers.

Standing Committees and Recurring Activities

Special Food Day

Special Food Day is a recurring PA fundraising activity held once each term in place of tuckshop, providing a fun activity for the boys while supporting PA fundraising. Responsibilities include coordinating food, drinks and packaging, arranging the applicable ordering or booking process, coordinating volunteers, promoting the activity and completing the required event planning and financial processes. Special Food Day is delivered in collaboration with the Events Coordinator, Treasurer, Flexischools Administrator, School and volunteers.

PA Morning Teas

The PA Morning Teas provide an opportunity for parents to connect with the PA and other families and support a welcoming and connected School community. The PA coordinates the delivery of the morning teas, including catering, set-up and pack-up, welcoming and engaging with parents, and other practical arrangements.

The morning teas are coordinated in collaboration with the President, relevant Year Group Liaisons, the School and volunteers.

Mother's Day Stall / Father's Day Stall

The Mother's Day and Father's Day Stalls provide boys with the opportunity to personally select a gift in celebration and appreciation of mothers, fathers and other significant carers, while also supporting PA fundraising. Responsibilities include sourcing and coordinating suitable gifts, arranging the applicable sales or booking process, managing stock, coordinating volunteers, promoting the stalls and overseeing their delivery. The stalls are delivered in collaboration with the Events Coordinator, Treasurer, Year Group Liaisons, School and volunteers.

Annual Fundraiser

The Annual Fundraiser is a key PA fundraising and community event, providing an opportunity for the parent community to come together while raising funds to support PA initiatives and the School community. Responsibilities include planning and coordinating the event, including entertainment, food and beverages, suppliers, ticketing, communications and volunteers, and completing the required Event Planning documentation and financial processes. The event is delivered in collaboration with the President, Events Coordinator, Treasurer, School, Year Group Liaisons, Event Committee and volunteers.

Mother's Day Breakfast / Father's Day Breakfast

The Mother's Day and Father's Day Breakfasts are School community events that provide an opportunity for boys and their families to come together and celebrate mothers, fathers and other significant carers. Responsibilities include coordinating catering and refreshments, event set-up and pack-up, ticketing or registrations where applicable, communications and volunteers, and

supporting the smooth delivery of the breakfast on the day. The breakfasts are delivered in collaboration with the School, Events Coordinator, Treasurer, Year Group Liaisons and volunteers.

Back to St Ives Event

The Back to St Ives Event welcomes the current graduating class back to St Ives, for students who graduated from the School in Year 6, providing an opportunity to reconnect with the School and its community.

The event is a School-led activity supported by the PA. The PA works collaboratively with the School and parents of the graduating students at College Street to assist with the planning and delivery of the event, including coordination, catering, set-up and other practical arrangements as required.

PA involvement is undertaken in consultation with the School, with relevant PA role holders and volunteers supporting the arrangements required for the successful delivery of the event.

Concert Cafe

The Concert Cafe is a small cafe-style stall operated by the PA following end-of-term School concerts, providing families with an opportunity to purchase light refreshments while gathering after the performance. Responsibilities include coordinating appropriate food and beverages, stock and supplies, sales arrangements, set-up and pack-up, and volunteers to operate the stall. The Concert Cafe is delivered in collaboration with the School, Events Coordinator, Treasurer, relevant Year Group Liaisons and volunteers.

Volunteer Appreciation Event

The PA may hold one Volunteer Appreciation Event each year to recognise and thank PA members and volunteers for their contribution to the PA and School community. The event is ordinarily funded by the PA and may be held where considered appropriate having regard to the PA's financial position and the financial performance of the preceding year.

The event must be approved and funded in accordance with the Volunteer Appreciation provisions of the PA Policies and Procedures.

The event is coordinated by the Events Coordinator in collaboration with the President, Treasurer and other relevant PA role holders and volunteers.

Event Matrix

Certain recurring PA and School community activities are ordinarily allocated to year groups as set out below. Year Group Liaisons coordinate their allocated activities or nominate appropriate parent volunteers to assist with their delivery. Allocations may be varied where appropriate having regard to the PA calendar, School requirements and available volunteers.

Year Group	Allocated Event
Year 2	PA Morning Tea – Infants School
Year 6	PA Morning Tea – Primary School
Year 5	Welcome Event
Year 2*	Term 1 Concert Cafe
Year 6*	Term 2 Concert Cafe
Year 5*	Term 3 Concert Cafe
Year 1*	Term 4 Concert Cafe
Year 4	Mother's Day Breakfast
Year 3	Father's Day Breakfast

*Subject to the End of Term Concert performance list