



## P&F REPRESENTATIVE ROLE DESCRIPTION

The position of P&F Representative (P&F Rep) is a vital role within our school. Without the assistance of P&F Reps, we would not be able to host the many fantastic events at GMAS. Being a P&F Rep is a fantastic way to meet other families as well as enjoy being an active member of the school community. The role requires a base level of commitment as outlined below. Please consider whether or not you have the capacity to take on the role before volunteering. Parents and caregivers are very welcome to attend P&F meetings and assist with events on a casual basis.

### DUTIES

- Attend P&F meetings (minimum commitment of one meeting per term)
- Assist class teacher with correspondence to parents (e.g. class reminders)
- Assist with moderating/administrating the parent Facebook group for the year level
- Collaborate with other P&F Reps across the year group to organise an allocated P&F event
- Periodically assist with P&F or school events
- Assist with class events if called upon by teachers

### P&F EVENTS

Below is a list of P&F events and assigned year groups.

YEAR	EVENT	DATE
Kindy	Primary School Disco	28 May 2021
Pre-Primary	Early Childhood Sports Day Cake Stall	10 September 2021
Year 1	Book Fair	9-10 June 2021
Year 2	Mother's Day Stall	7 May 2021
Year 3	Father's Day Stall	3 September 2021
Year 4	Junior School Athletics Carnival Cake Stall & Sausage Sizzle	20 August 2021
Year 5	Year 6 Moving On Ceremony	1 December 2021
Year 6	Primary School Disco	28 May 2021

*Please note that these dates may be subject to change.*

### INTERESTED IN BECOMING A P&F REP?

If you would like to volunteer to be a P&F Representative for your class, **please register your interest at <https://www.surveymonkey.com/r/parentsandfriends> by Friday 15 January 2021**. P&F Reps will need to attend a P&F Meeting on Monday 15 February 2021 at 6pm in the GMAS Staff Room, where they will have the opportunity to meet with the Committee and other P&F Reps and learn more about the role. Please also note that by taking on the P&F Rep role, your contact details (email and mobile) will be shared with the P&F Committee and other P&F Reps. This is to enable communication amongst the P&F.



## P&F MEETING DATES

P&F meetings are held at 6pm in the GMAS Staff Room, located next to the School Cafe. The following dates have been confirmed for 2021:

- Monday 15 February
- Monday 8 March
- Monday 19 April
- Monday 10 May
- Monday 14 June
- Monday 19 June
- Monday 9 August
- Monday 13 September
- Monday 11 October
- Monday 8 November

## 2020 P&F COMMITTEE

**President:** Amy Little

**Vice President:** Gemma Gill

**Vice President:** Jo Robinson

**Secretary:** Bronwyn McGann

**Treasurer:** Katie Cole

**General Committee Members:** Brooke Beer, Angie Baum, Chantel Davies, Jenna Hingston, Rebecca Macpherson, Michelle Roberts

## GENERAL INFORMATION

More information about the P&F can be found at the school website or by contacting Amy Little, P&F President on [amyk\\_little@bigpond.com](mailto:amyk_little@bigpond.com).