

PTF President

- Prepares the annual PTF Calendar with the Secretary and Vice-Presidents - Term 1.
- Presides over PTF Committee meetings - held twice a term.
- Presides over PTF AGM, presents PTF report - held once a year.

- Prepares a PTF report (a one page overview of PTF activities) that forms part of the IGS Board papers - once a term.
- Attends IGS Board meetings to present the PTF report (10 minute allocation) - once a term.
- Prepares a PTF report for the IGS Annual Report and Yearbook - usually in December/January; same report used for both publications; forms basis of PTF report for PTF AGM.

- Meets with the Principal - once a term.
- Meets with the Head of Finance with PTF Treasurer to discuss and report on PTF finances - once a year.
- Liaises with the Deputy Principal - Student and Campus Life regarding any family in need issues.
- *Liaises with School regarding School Community Meetings - once a term: currently under review.*

- Receives and delegates/manages PTF emails/enquiries including requests for support from staff/teachers for proposed activities or events.

PTF Vice-President - High School

- Assists PTF President and liaises with the School in relation to High School related matters.

PTF Vice-President - Primary School

- Assists PTF President and liaises with the School in relation to Primary School related matters.

Secretary

- Organises PTF Committee meetings including sending reminder emails, preparing agenda and creating minutes (ie include details of meeting on Agenda document) - twice a term.
- Maintaining PTF files and records on PTF G Drive, including updating PTF Calendar.
- Manages nominations for PTF AGM.

Treasurer

- Responsible for preparation of PTF financial records.
- Meets with the Head of Finance with PTF President to discuss and report on PTF finances - once a year.
- Management of PTF bank account.

PTF Rep Co-ordinators - High School, Primary School and Early Learning

- Responsible for recruiting PTF Reps - Term 1.
- Prepares and runs the PTF Rep Briefings - Term 1.
- Maintains Rep Resources folder on PTF G Drive including Rep Manual, Communications Guidelines.
- Sends email updates to Reps - beginning of each Term/as required.
- Assists with and oversees the Primary School end of year gift giving process.
- Liaises with the PTF President regarding any family in need issues.