



Galilee Regional Catholic Primary School

GPA Role Descriptions

President

- Lead the GPA
- Oversee and assist with all activities undertaken by the GPA
- Represent the GPA to the School and the wider community through events, meetings
- Promote sound cooperation and collaboration between the GPA and the School in conjunction with the Parent Partnerships Leader
- Demonstrate commitment to all GPA events and their planning
- Chair all GPA General Meetings (approx. 4 per year)
- Meet with Year Level Representatives prior to events to assist in the planning
- Ensure budgets for events are adhered to
- Assist with attracting volunteering, donations, rostering and on-the-day planning for PA events
- Manage communication between the Year-level Representatives and the GPA in relation to parent social activities within their class or year levels
- Liaise directly with the Parent Partnerships Leader

Vice President

- Provide support to the President
- Chair GPA meetings and represent the GPA at school events when the President is unavailable
- Promote sound cooperation and collaboration between the GPA and the School in conjunction with the Parent Partnerships Leader
- Demonstrate commitment to all GPA events and their planning
- Meet with Year Level Representatives prior to events to assist in the planning
- Ensure budgets for events are adhered to
- Assist with attracting volunteering, donations, rostering and on-the-day planning for PA events
- Assist in managing communication between the Year-level Representatives and the GPA in relation to parent social activities within their class or year levels
- Liaise directly with the Parent Partnerships Leader

Secretary

- Oversee the agenda, minutes, record-keeping and other administration for the GPA.

- Record and distribute GPA meeting minutes to all committee members and assist in other administrative activities as needed.
- Attend all GPA General Meetings (approx. 4 per year)
- Assist with attracting volunteering, donations, rostering and on-the-day planning for PA events
- Liaise directly with the Parent Partnerships Leader

Treasurer

- Manage and supervise the accounts of the GPA
Liaise with the School's Administrator
- Report to the GPA on financial matters
- Attend all GPA General Meetings (approx. 4 per year)
- Ensure budgets for events are adhered to
- Assist with attracting volunteering, donations, rostering and on-the-day planning for PA events
- Liaise directly with the Parent Partnerships Leader

Executive Committee Member

- Attend all GPA General Meetings (approx. 4 per year)
- Assist with GPA events
- Provide general assistance with tasks as they arise throughout the year
- Assist with attracting volunteering, donations, rostering and on-the-day planning for PA events
- Liaise directly with the Parent Partnerships Leader

All members of the GPA must sign and abide by the following policies:

GPA Registration Form

Child Safety Code of Conduct

School Parent Guardian Carer Code of Conduct

Parent Communication Group Guidelines

All members of the GPA must provide a current WWCC or VIT registration to the school office.