



**HUNTER
CHRISTIAN
SCHOOL**

DESCRIPTION OF HCS P&F EXECUTIVE ROLES

The Executive Committee shall consist of a President, Secretary and Treasurer. The Principal, or their delegate, shall be an ex-officio member of this or any subcommittee.

Any employee of the school is unable to hold a position on the Executive Committee.

Appointment to the Committee shall be for one (1) year and normally members shall be eligible for re-election.

PRESIDENT will normally preside at all meetings unless another is delegated, by the President to this task.

SECRETARY prepares agendas prior to meetings, keeps minutes, receives and sends correspondence and keeps the membership register.

TREASURER is responsible for receiving and recording all monies for the P&F, liaise with the HCS Finance Department and providing a statement of finances to each meeting.

Membership of the P&F

Membership is open to people who are:

- a) Parents of any child enrolled in the School, past or present
- b) Guardians of any child enrolled in the School, past or present
- c) Members of the School Company
- d) Past students of HCS, past and present staff
- e) Friends of the School