



The Parent-Fundraising Association (PFA) is a subcommittee of the Parish Education Committee. The PFA is responsible for organizing and running two major fundraising events per year and any minor fundraising events.

Purpose

- To raise funds for the operating budget as well as activities, supplies, and equipment to enhance the educational experience of the students at St. Catherine's school.
- To work in conjunction with the Parish Education Committee to promote and maintain a social community within the school.

PFA Members

- The PFA executive includes: the chairperson, vice-chairperson, secretary, treasurer, hot lunch coordinator, major fundraising event coordinators, and auction coordinator(s).
- Additional executive members may be appointed by the Parish Education Committee and/or by the PFA as required.

PFA Member Duties

Chairperson

- Acts as liaison to the Parish Education Committee and Principal.
- Plans meeting agendas and chairs all PFA meetings.
- Meets with the Principal regarding PFA initiatives and approval of information to be distributed to the school community.
- Works with the school secretary to distribute information to parents via memos, newsletters, school calendars, etc.
- Assists with fundraising projects.

Vice-Chairperson

- Supports and fulfills the chairperson's responsibilities in his/her absence.
- Assists with fundraising projects.

Secretary

- Records minutes of meetings and distributes to all members.
- Takes care of correspondence such as thank-you notes, etc.
- Assists with fundraising projects.

Treasurer

- Keeps and maintains accounting records.
- Works in conjunction with the PEC treasurer.
- Provides financial status reports for each meeting.
- Prepares a year-end report.
- Assists with fundraising projects.

Hot Lunch Coordinator

- Coordinates a nutritious hot lunch program for students and staff.
- Coordinates concessions and/or refreshments at school events as needed.
- Assists with fundraising projects.

Major Fundraising Event Coordinator(s)

- Responsible for overseeing the organization and running of a fundraiser.

Auction Coordinator(s)



- Coordinates the selection, collection, packaging and organization of auction items, including bid sheets and description cards.
- Maintains a list of auction item donors and ensures that thank you letters are completed for all donations received.

PFA Elections

- If an election is necessary, it is held during the spring PFA general meeting. The parents present at this meeting vote for candidates standing for election, either by secret ballot or by an informal show of hands.
- The elected members of the PFA then decide who among them is best suited to fill each of the executive member positions (except the chairperson position which is appointed by the Parish Education Committee.) This is done yearly, even if an election was not necessary.
- Members are generally expected to serve a minimum two-year term.
- There is no limit to the number of terms that can be served.

Meetings

- Executive meetings are held once a month during school hours on a weekday. The chairperson as required calls additional meetings.
- Open meetings, when parents interested in assisting with or learning about fundraising are invited to attend, will be held 1 - 2 times per school year.
- One PFA general meeting is held per year. All parents are encouraged to attend this meeting.

Reference:	Approved: St. Joseph's Parish Education Committee
	Date(s) Revised: