



# How to attract Office Bearers

*'Many hands make light work.' Nehemiah 3*

*If your P&F is having problems finding new Office Bearers,  
you might like to try some of these ideas.*

- Try contacting individuals personally (even pick them up and take them to meetings, morning teas, etc., if necessary) and inviting them initially to take on a small job - e.g., Correspondence Secretary, Assistant Treasurer, Sub-committee Lead, Class Representative.
- One person (with helpers) could be asked to organise each of several activities such as Sausage Sizzles, Fair, Raffle, etc.
- The idea is to break Office Bearers' roles down into 'bite-size' jobs, and get more people involved (through a personal approach). Please see the Terms of Reference Guidelines for role descriptions.
- Don't let one person take on too much!
- Start a 'Jobs Manual/Job Description/P&F Handbook' which can be passed on to the new Committee each year, so they don't have to "re-invent the wheel."
- If nobody nominates for Chair, Deputy Chair, Secretary, Treasurer, etc., then elect the Chair and Secretary, etc., at each meeting for the time being.
- With the Principal's support, personally invite Teachers along to meetings and ask them to have input regarding resources required and/or give an occasional presentation on educational issues (literacy, reading, maths, etc.).
- Try alternating meetings between day and night, and provide an online option for people who would like to participate from home.
- Get both fathers and mothers involved.
- Ask the Principal/Teachers to identify two or three parents from each class (men and women) who could form the basis of the Committee (or nominate for the Committee).
- Participate in Catholic School Parent WA's Seminars, Conference, etc., to network with others and hear new ideas.
- Arrange more social functions (at little or no cost) - i.e., morning teas, wine and cheese nights, sausage sizzles/barbecues, etc., where people can get to know each other and create some synergy, without having to constantly dip into their pockets.
- Set up a P&F stall/information booth at school functions like parent nights, fetes and open days to let people know what your Parent group is doing and how you can be involved.