

## P & C Member Roles

### **President**

The P&C President has the fundamental role of providing leadership to the parent community. They will do this by:

Establishing good relationships with members, being respectful of everyone's rights and responsibilities.

Developing a vision of where the P&C is heading and what strategies will be implemented to facilitate its success.

Developing a collaborative relationship with the school principal, deputy principal and teaching staff planning meetings and following up on actions from previous meetings in conjunction/ consultation with the executive team

Embracing the principles of impartiality, tact, respect, inclusiveness and common sense.

This role can be held by one person, it cannot be shared.

#### *Responsibilities include:*

- Responsible for formulating the annual objectives for the P&C and delegating duties in order to achieve this plan.
- Chairing the Executive & P&C meetings, ensuring fair discussion by providing everyone with the opportunity to contribute ensuring that they run in accordance with the agenda and constitution.
- represents P&C in regular meetings with the School Principal.
- working with the Treasurer to ensure financial accountability
- ensuring that the school community is kept informed of activities and developments
- being the public 'face' of the P&C.

### **Vice President**

The role of the vice president is to support the president and other committee members as well as the school. It is a role that is ideally shared between two people.

#### *Responsibilities include:*

- Support the president, other committee members and subcommittee members. This includes taking an active role in assisting with any events being organised by one of the sub-committees, and escalating and resolving any issues encountered at the sub-committee level
- Be prepared to take on independent projects as required from time-to-time.
- Attend the P&C & Executive meetings and assist with issues arising;
- Be prepared to take minutes in the absence of the secretary.
- Chairing meetings and relieving the P&C president in their absence.

### **Secretary**

The Secretary is the principal administrative officers of the Association. They contribute significantly to the smooth running of the P&C, and to maintaining transparent communications within the school community (through accurate minutes etc.).

#### *Responsibilities include:*

- Notifying members of dates for meetings; preparing and distributing agendas; obtaining reports from sub-committees, receiving and managing correspondence and noting apologies
- Taking minutes of meetings and distributing them promptly
- Keeping a continual record of the business of the P&C by maintaining minutes, P&C rules, attendance records and list of financial members
- Ensuring close communication and cooperation between the parent association, office staff, school staff and parents
- Dealing with and maintaining a record of all incoming and outgoing correspondence;
- attending Executive and P&C meetings;
- Must be willing to receive queries from school community and direct appropriately.

### **Treasurer**

Key role on the P&C executive team. The P&C raises, manages and invests into the school a substantial amount of money each year. The Treasurer manages the planning and tracking of the financial results of the P&C, ensuring the P&C is complying with Australian Accounting standards. An accounting background is ideal for these roles (but not mandatory).

#### *Responsibilities include:*

- Keeping accurate financial records of all receipts and expenditures
- Overseeing payment of P&C accounts and invoices (joint signatory, along with President and Vice-President);
- Issuing receipts for all monies received, and paying accounts as authorised
- Banking all money regularly
- Presenting a financial report at each general meeting
- Preparing books and accounts for audit as required and arranging an externally audited financial report for the Annual General Meeting (AGM)
- Maintaining P&C insurances
- Reconciling deposits and cheque books with monthly bank statements.

### **Assistant Treasurer**

The Assistant Treasurer manages the planning and tracking of P&C financials, providing assistance to the Treasurer. Though not a signatory to the P&C account, the Assistant Treasurer helps with managing treasury for P&C events and stands in for the Treasurer when required.

### **Events Manager**

The Events Manager is responsible and has oversight for all major fundraising activities within the P&C. Funds raised are for the P&C to distribute based on school priorities.

#### *Responsibilities include:*

- Convening and running meetings of the Fundraising Committee.
- Overseeing the Fundraising calendar and publicising events.
- Establishing and maintaining partnerships with local businesses to support our social & fundraising events.
- Working to obtain grants.
- Presenting budgetary requirements for events requiring financial outlay for P&C committee approval
- Attending and reporting to P&C meetings. Ideally a shared role.

### **Canteen Coordinator**

The Canteen Coordinator is responsible for running the school canteen and coordinating volunteers. They will be working closely with the Canteen staff member to ensure policies, health standards and the NSW guidelines are met. Where there is no Canteen Coordinator, the whole P&C shares responsibility for this role.

#### *Responsibilities include:*

- Creating a menu which embraces healthy food guidelines (the traffic light system)
- Ensuring the menu pricing structure is sound
- Cleaning checks
- Ordering stock, purchasing ingredients
- Coordinating volunteers for days when the canteen is open
- Maintaining an information pack for volunteers to ensure that there are clear instructions around safe food handling, workplace health and safety, cleaning and other general procedures
- Providing written guidelines for menu items for volunteers to implement and follow
- Rotating the menu for summer and winter
- Being a central point of contact for the Canteen
- Escalating any concerns/ issues with the School Principal and P&C President

### **Uniform Shop Convener**

The Uniform Shop Convener is responsible for running the uniform shop and coordinating volunteers.

#### *Responsibilities include:*

- Stock control
- Ensure adequate supply to meet needs of school community
- Organise volunteer rosters
- Coordinate supply of inter-school and leavers shirts
- Consult on proposed changes and suppliers
- Supporting the overall appearance of the school community
- Keeping accurate financial records of all receipts and expenditures
- Overseeing payment of supplier invoices (joint signatory required);
- Updating records in MYOB
- Banking all money regularly
- Presenting a financial report at each general meeting
- Preparing accounts for audit as required

### **Parent Coordinator**

The Parent Coordinator is responsible for communication between P&C and Class Parents and therefore to all parents. They will be the point of contact to inform the parent body of decisions, send out surveys, request help etc. They will also coordinate communications from the school to the parent body for purposes of information and feedback where required.

### **P&C Council Representatives**

Council Reps attend School Council meetings and participate in

- determining the objectives, priorities and general policy directions of the school
- establishing the curriculum priorities and objectives, shape of the school curriculum and the plans for its delivery
- developing school development plans incorporating frameworks, priority areas, time lines and evaluation/ review
- controlling the use of school facilities outside school hours
- providing feedback to the P&C on the above

### **General P&C Committee Members**

P&C membership is open to all parents of pupils who attend the school, and to any citizens within the school boundaries. The P&C maintains a register of members (i.e. any person who has paid the annual \$1 subscription is automatically a member of the association). Parents are able to attend meetings without having to become a member, however if they choose not to become a member they do not have an entitlement to vote.

The Principal is an ex officio member of the P&C and does not need to pay membership.

All financial members have the right to stand for office, move motions and vote.

In the spirit of building community and remembering that the children's needs are front and centre of all P&C initiatives, parents are reminded that the P&C is run in the best interests of our students and not for individual benefit