

# Office Holder Responsibilities

## **President**

Provides leadership of the P&C acting as its representative and overseeing its accountability.

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

## **Vice Presidents**

Provides support and assistance to the President. Can hold another, minor role on the P&C. Attends P&C Executive meetings.

## **Secretary**

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

## **Treasurer**

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association. Planning, budgeting and cash flow.

The financial accounts of the P&C Association must be submitted to an independent audit each year. The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

## **P&C Executive**

Includes the President, Vice Presidents, Secretary and Treasurer plus up to 6 elected members. Ensures decisions of the P&C meeting are acted upon.

## **Morning Tea Coordinators**

Liaise with the school to organise morning tea for events such as Grandparents Day, including sourcing helpers.

## **Fundraising Coordinator**

Manage the Fundraising Committee

### **Fundraising Committee**

Approximately 4 to 8 members to meet and discuss fundraising projects to put to the P&C and then manage them.

### **Working Bee Coordinator**

Organise working bees during the year to keep the school looking good. Liaise with the school about requirements.

### **Communications Manager**

Communicate with the school community about P&C matters, and manage media opportunities with consultation of the school executive.

To be elected to one of these positions, and to vote in the election process, a person must be financial, having paid the annual membership fee (of 50 c) prior to the Annual General Meeting (AGM).