

# OUR ROLE IN THE SCHOOL

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## Role of the President

- The successful functioning of the P&C Association
- 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 but, 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.

## Role of the Vice Presidents

- To support the President
- To step in for the President in the event they are unable to fulfil their duties
- To oversee and support the sub-committees in their specific duties and ensure they are aligned and consistent with the P&C Executive.

## Role of the Secretary

- To be 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 every association meeting 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.)

- Receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate.
- To issue notice of all meetings
- 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.

## Role of the 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 and draws cheques.
- Presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting.
- The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for.
- Treasurer is responsible for all funds held in the name of the P&C. This includes the canteen and any other P&C committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction.
- The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.
- The Treasurer should encourage members to understand the state of the P&C finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

## Role of the Vice Treasurer

- To support the Treasurer
- To step in for the Treasurer in the event they are unable to fulfil their duties