

P&C Executive and Sub-Committee Role Descriptions

The following role descriptions are intended as a guide only. Each role may vary depending on the individual that fulfils the position and the requirements of the committee at the time.

PRESIDENT

The president is responsible for the overseeing of the P&C and the associated committees, presiding and running the P&C meetings and liaises with the NSW P&C Association and the Principal over any P&C and school matters. The president is responsible for:

- The successful functioning of the P&C.
- Fostering participation of all members.
- Welcoming new members & supporting volunteers.
- Chairing Meetings.
- Signatory on bank accounts.
- Acting as the P&C spokesperson.
- The President is automatically a member on sub-committees.

VICE PRESIDENT x 2

The vice president in the absence of the President presides over the meeting. The Vice President supports the role of the President and may be required to:

- Chair meetings or parts of meetings under the direction of the President.
- Chair meetings in the absence of the President.
- Signatory on bank accounts.
- Take on the responsibility of supporting / leading sub-committees.
- Represent the President if the President is not available.

SECRETARY

The Secretary shall attend meetings and keep a record of all business conducted, collect and receipt any mail received, and then hand the mail onto the appropriate sub-committees. The Secretary is responsible for:

- Taking minutes at meetings.
- Writing outgoing correspondence.
- Maintaining records.
- Signatory on bank accounts.
- Receive and table incoming correspondence.
- Give notice of meetings.
- Maintain official records.

TREASURER

The Treasurer receives and deposits all monies, maintains records, draws cheques and presents accounts to each meeting, and presents all records for auditing each year. The Treasurer is responsible for:

- Receives and deposits money.
- Maintains records.
- Draws cheques and presents accounts.
- Signatory on bank accounts.
- Must ensure books are kept up to date.
- Audit – organising and co-ordinating audit of books.
- Reporting of all transaction and a bank reconciliation at P&C meeting, an annual report to be presented at P&C AGM.

SUB-COMMITTEES

These committees are formed by the P&C to undertake specific planning or tasks. They may be Ad-Hoc Committees, which are formed for a specific purpose and cease to exist after it or they may be Standing Committees, which have an ongoing role and are elected at P&C meetings.

FUNDRAISING COORDINATOR

The Fundraising Coordinator plans, oversees and co-ordinates any fundraising events. They also preside over the Fundraising Sub-Committee, maintain records of all events, expenditure and income received from each event. The Fundraising Convenor reports to the P&C.

- Co-ordinate and chair meetings to plan and discuss fundraising ideas which will then be taken to the P&C meeting for approval by the P&C.
- Organise fundraising initiatives.
- Ensure that meetings are properly convened according to the Fundraising Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Fundraising Sub-Committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to fundraising.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.

UNIFORM CONVENOR

Is responsible for the running of the uniform shop, maintain records of sales, money received and the ordering of uniform stock, and report to the P&C meetings.

- Oversee the operation of the uniform shop.
- Complete stock take of all apparel.
- Price and order required stock.
- Accept payments and issue receipts.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C Committee AGM.
- Conduct a Stocktake at the end of each term with one other P&C Executive member.