

The following role descriptions are intended as a guide only

President Duties:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Take an active role in assisting with events being organised
- 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.

Sub-committees The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions.

The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community. The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

The President shall preside at all meetings except that, in the absence of the President, one of the Vice-Presidents shall preside and, in the absence of the President and Vice Presidents, the Committee shall elect a Chairperson.

Vice President Duties:

- The Vice President; Support the president and other committee members
- In the absence of the president the vice president shall chair the monthly meeting
- Take an active role in assisting with events being organised

Secretary Duties:

- Shall attend meetings and keep a record of all business conducted.
- Taking minutes at each P&C meeting and distributing to all members before the next meeting
- Prepares a agenda for each meeting in consultation with the president

- Deals with and maintains a record of the incoming and outgoing correspondence
- Receives queries from the school community and directs them appropriately
- On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.

Treasurer Duties:

- Shall receive and deposit monies
- Maintain records
- Draw cheques and present accounts to each general meeting
- Present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office.

The requirements for handling money, keeping records, etc., in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

Sub Committees

Fund Raising Coordinator – The Role of the fundraising Coordinator is to Co-ordinate the fund raising activities for the year.

Fete Coordinator – The Role of the fete Coordinator is to Co-ordinate the fete

Year 6 Fundraising Coordinator – Is to Co-ordinate the year 6 fund raising committee