



# Parents and Citizens



## **ROLE OF THE PRESIDENT**

The President is responsible for:

- The successful functioning of the P&C Association
- The attainment of the P&C'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 in all areas including sub committees, special events and fundraising
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed. The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.
- Setting up lines of communication with the Principal
- Being a signatory on P&C Association's bank accounts
- Chairing meetings
- Providing a parent representative on interview panels for vacant positions.
- Leading the parent community outside of meetings

The President is entitled to the same voting rights as any member. However, a President, when in the chair, should abstain from voting in order to preserve the impartiality of the position. Where a vote is tied the President may have a casting vote.

There should be no conflicts of interest between the President and the Principal. They must have a professional working relationship that is mutually beneficial and in the best interest of the school and its community.

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

Opportunities, through delegation, should be given to Vice Presidents to develop in the role through chairing parts of meetings and leading sub committees.



# Parents and Citizens



## **ROLE OF THE VICE PRESIDENT**

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

There should be no conflicts of interest between the Vice President(s) and the Principal. They must have a professional working relationship that is mutually beneficial and in the best interest of the school and its community.

### **Responsibilities:**

- Supporting the President and other committee 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; attending the P&C meetings and be prepared to take minutes in the absence of the secretary. You may be called upon to relieve the P&C president in their absence.
- Stepping into the role of the President should they be unavailable and undertaking tasks to reduce the workload of the President.
- familiarisation with the operation of the P&C
- being acquainted with the duties of President
- understanding meeting rules and procedure



# Parents and Citizens



## **ROLE OF THE SECRETARY**

The secretary is responsible for carrying out the decisions of the meeting unless otherwise stipulated, and is also responsible for a range of routine administrative tasks.

The secretary prepares, in consultation with the President, all meeting agendas.

There should be no conflicts of interest between the Secretary and the Principal. They must have a professional working relationship that is mutually beneficial and in the best interest of the school and its community.

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 possible amendment and adoption at the following meeting ( in the absence of the Secretary the meeting may elect a person to take the minutes)
- receive and table incoming and correspondence
- write and dispatch outgoing correspondence as required
- Give notice of meetings  
(P & C constitution by laws state that P & C Association meet on a regular day each month during "term time" [3<sup>rd</sup> Tuesday] at the school. Secretaries may use the newsletter or flyer, with Principal's agreement, or electronic mail to advertise meetings. Motions on notice, issues and events to be discussed can be advertised along with names of guest speakers)
- convene special meetings when requested
- provide information as requested by the P & C Federation
- maintain official records of the P & C Association such as:
  - the constitution, by laws, rules of subcommittees
  - incorporation certificates
  - ABN details
  - list of financial (voting) members
  - minutes
  - attendance book
  - correspondence



# Parents and Citizens



## **ROLE OF THE TREASURER**

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

There should be no conflicts of interest between the Treasurer and the Principal. They must have a professional working relationship that is mutually beneficial and in the best interest of the school and its community.

The Treasurer is required to:

- present a report in the form of an income and expenditure statement together with reconciled bank statement for each P & C meeting. The treasurer should encourage all members to understand and ask questions about the financial state of the association at all times.
- present a budget for approval and discussion at the start of each financial year. The budget is a statement of intention rather than of fact and can be altered at any time. Budgets should be based on previous activity and be adjusted to anticipate any special events.
- be responsible for all the funds held in the name of the P & C. This includes the canteen, uniform shop and any fundraising activities. The treasurer must ensure the various subcommittee financial records have been kept to an acceptable standard.
- make recommendations about surplus funds. Surplus funds may be lodged as term deposits or given to the school for targeted projects
- 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 sub committees). 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.
- Pay all accounts promptly when authorised by a meeting
- Monitor wages
- Set up payments for electronic approval and authorisation in conjunction with another officer on the executive.
- Complete activity statements as required by legislation for paid employees.
- Ensure workers compensation insurance is purchased and maintained.
- Ensure adequate insurance is purchased to cover all the activities undertaken by the P & C association.



# Parents and Citizens



## **BAND**

Chairperson, Band Committee

In conjunction with the school administration office, the band chairperson communicates with the student body and parents to encourage participation in the band activities.

Seeks, initiates and implements participation of the band and band members in out-of-school band experiences appropriate to the curriculum and student interest.

Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the band master & school liaison.

Orders all supplies and materials necessary for band-related activities

Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.

Maintains necessary band roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

### **School Liase, Band Committee**

- Communicates with the student body and encourages participation in the band activities.
- Seeks, initiates and implements participation of the band and band members in out-of-school band experiences appropriate to the curriculum and student interest.
- Assisting all areas of volunteers, particularly tutorial and rehearsal scheduling in rosters and allocation of rooms.

### **School Administrator, Band**

- Invoice band parents, receives payment and banking of all monies associated with band program.
- In conjunction with chairperson, the band committee, communicates with the student body and parents and encourages participation in the band activities.

### **P & C Treasurer**

- Receives monies from school administrator, band for payment of band master & tutors.
- Pay band master and tutors as per established schedule.



# Parents and Citizens



## **NARRA WEEENA CANTEEN SUB COMMITTEE**

The committee shall consist of a President, Secretary, Treasurer and a general committee.

The canteen sub-committee is responsible for ensuring that:

- the canteen operates in an efficient, business-like manner.
- the supervisor is has clear and defined working practices and conditions
- meetings are conducted at least once per term.

The committee Chairperson shall be responsible for:

- overseeing canteen procedures
- organising any special food days approved by the committee
- preparing and printing of letters/order forms for fundraising
- present financial report at the P&C meeting in the absence of the Treasurer
- liaison between the subcommittee and the Manager.

The subcommittee secretary shall be responsible for:

- organising canteen roster for the year, including providing copy to office for distribution in the newsletter/website.
- presenting financial report in absence of treasurer
- sending a copy of roster to each volunteer
- all minute taking at meetings and the subsequent distribution of said minutes to all members of the committee, to the next scheduled general P&C meeting and to the canteen manager

The sub-committee Treasurer shall be responsible for:

- paying Canteen Managers wages and super
- paying quarterly tax and prepare end of year Group Certificates
- paying all suppliers invoices
- balancing books and prepare financial report at end of each month
- presenting financial report at P & C meeting.

The Canteen Manager shall be responsible for:

- ◆ day to day operation of the canteen
- ◆ in consultation with the sub-committee, to purchase/order supplies at best possible price
- ◆ receiving stock & check all supplies against invoice & sign Invoices
- ◆ counting daily takings and banking
- ◆ cleaning of the canteen after daily use ( Not inc floors/windows pavements & lavatories)
- ◆ attending committee meetings
- ◆ organising menu and pricing.

The school Principal or his/her delegate shall;

- attend all meetings of the canteen subcommittee.



# Parents and Citizens



- ensure the supervisor is kept fully informed of any activities that impact on the canteen including but not confined to, sports carnivals, school development days.



# Parents and Citizens



## **NARRAWEENA UNIFORM SHOP SUB COMMITTEE**

The committee shall consist of a President, Secretary & Treasurer.

The Uniform Shop sub-committee is responsible for ensuring that;

- it operates in an efficient, business-like manner.
- The workers have clear and defined working practices and conditions
- Meetings are conducted at least once per term.

The committee Chairperson shall be responsible for:

- Overseeing Uniform Shop procedures
- Preparing and printing of letters/order forms for supplies
- Present financial report @ P & C in the absence of the Treasurer
- Day to Day operation of the Uniform Shop
- In consultation with the sub-committee, to purchase/order supplies at best possible price
- Receive stock & check all supplies against invoice & sign Invoices
- count daily takings and banking
- Assist Treasurer with financial documentation and banking
- Organise pricing schedule.
- Train, work with and support all volunteer staff.
- Where possible, organise to uniforms "made to measure"

The sub-committee secretary shall be responsible for:

- Present financial report in absence of Treasurer
- All minute taking at meetings and the subsequent distribution of said minutes to all members of the committee, to the next scheduled general P&C meeting and to the canteen manager
- Maintain all documentation required in the day to day operation of the uniform shop.

The sub-committee Treasurer shall be responsible for:

- Paying Uniform Managers wages and super
- Paying quarterly tax and prepare end of year group certificates
- Paying all suppliers invoices
- Balancing books and prepare financial report at end of each month  
Presenting financial report at P&C meeting.





# Parents and Citizens



## **NARRAWEENA FUNDRAISING CO-ORDINATOR**

The role of Fundraising Coordinator can be shared by two or more people.

Fundraising is a significant part of the NPS P & C and requires support from the school community.

To assist in the planning and execution of fundraising activities, a fundraising sub-committee is to be formed and managed by the fundraising coordinator(s).

The fundraising coordinator(s) will plan and manage fundraising activities for the year.

They are not responsible for undertaking all fundraising activities themselves.

It is the role of the fundraising coordinator(s) to manage, delegate and oversee all activities through the fundraising sub-committee.

It is good practice, though not compulsory, to prepare a fundraising plan at the end of the school year ready for the following one.

Proposed dates for events should be assigned and communicated.

The fundraising plan/events must be ratified by the P&C executive prior to organising any events, to ensure that they meet P&C objectives and can be funded accordingly.

The fundraising plan/events should also be discussed and agreed with the school Principal to ensure that dates do not clash with school events or are in contravention of school ethos and principles.

The fundraising sub-committee may meet at regular intervals to plan, organise and execute fundraising activities.

Events may be advertised through the schools newsletter, website and using signage displayed through the school grounds.

The fundraising coordinator(s) are required to provide a fundraising report (update) at the P&C meetings.