

P & C Member Roles

General P&C Committee Members P&C membership is open to all parents of pupils who attend the school, and to any citizens within the school community. The P&C maintains a register of members (i.e. any person who has paid the annual \$1 subscription is automatically a member of the association).

Parents are able to attend meetings without having to become a member, however if they choose not to become a member they do not have an entitlement to vote. In the spirit of building community and remembering that the children's needs are front and centre of all P&C initiatives, parents are reminded that the P&C is run in the best interests of our students and not for individual benefit.

Roles and Responsibilities of Office Bearers

The **President** ensures an efficient and well run P&C by

- establishing good relationships with members, being respectful of everyone's rights and responsibilities
- developing a vision of where the P&C is heading and what strategies will be implemented to facilitate its success
- developing a shared relationship with the school principal, deputy principal and teaching staff
- planning meetings and following up on actions from previous meetings in conjunction/ consultation with the executive team
- embracing the principles of impartiality, tact, respect and inclusiveness.

The President's duties include:

- convening meetings, ensuring that they run in accordance with the agenda and constitution
- ensuring fair discussion by providing everyone with the opportunity to contribute
- liaising with the principal, and ensuring activities are sanctioned
- working with the Treasurer to ensure financial accountability
- ensuring that the school community is kept informed of activities and developments

- coordinating P&C items for the school newsletter, and ensuring information is accurate and complete

- being the public 'face' of the P&C.

The **Vice-President** supports the President by

- chairing meetings in his/ her absence
- sharing duties and responsibilities as agreed (outlined above)
- being supportive and attending meetings.

The **Secretary's role** is essential to the effective and efficient operation of the P&C by supporting the President and being responsible for communication and correspondence, and maintaining effective records.

The **Secretary's responsibilities** include preparing in anticipation of meetings through

- notifying members of dates for meetings; preparing and distributing agendas; obtaining reports from sub-committees, receiving and managing correspondence and noting apologies
- taking minutes of meetings and distributing them promptly
- updating membership register after each general meeting
- clearing mail and keeping the President informed on all issues
- ensuring close communication and cooperation between the parent association, office staff, school staff and parents
- monitoring the P&C email account and referring enquiries as required.

The **Treasurer** is accountable for, and reports on, the finances of the P&C. The Treasurer is responsible for:

- keeping accurate financial records of all receipts and expenditures
- issuing receipts for all monies received, and paying accounts as authorised
- banking all money regularly
- presenting a financial report at each general meeting
- arranging an externally audited financial report for the Annual General Meeting (AGM)
- reconciling deposits and cheque books with monthly bank statements.

The **Fundraising Coordinator** assists the P&C Committee in coordinating fundraising activities at Scarborough Primary School. Their duties include:

- maintaining and publicising the events calendar
- coordinating volunteers to assist deliver of activities
- providing leadership to event coordinators
- discussing fundraising options and opportunities at P&C general meetings
- presenting budgetary requirements for events requiring financial outlay for P&C committee approval
- providing the President with relevant information for the school newsletter, web site and annual report.

The **Canteen Coordinator** is responsible for running the school canteen and coordinating volunteers. Their responsibilities include:

- creating a menu which embraces healthy food guidelines (the traffic light system)
- ensuring the menu pricing structure is sound
- cleaning checks
- ordering stock, purchasing ingredients
- coordinating volunteers for days when the canteen is open
- providing written recipes and guidelines for menu items for volunteers to implement and follow
- rotating the menu for summer and winter

- being a central point of contact for the Canteen
- escalating any concerns/ issues with the School Principal and P&C President

The **Uniform Shop Convenor** is responsible for

- Stock control
- Ensure adequate supply to meet needs of school community
- Coordinate supply of inter-school
- Consult on proposed changes and suppliers
- Supporting the overall appearance of the school community

P&C Council Representatives attend School Council meetings and participate in

- determining the objectives, priorities and general policy directions of the school
- establishing the curriculum priorities and objectives, shape of the school curriculum and the plans for its delivery
- developing school development plans incorporating frameworks, priority areas, time lines and evaluation/ review
- controlling the use of school facilities outside school hours
- providing feedback to the P&C on the above