

P&C Positions - Roles and responsibilities

President

Be the initial point of contact for the Principal
Raise issues with the Principal, as they arise, as communicated to you by the school community
Chair P&C meetings – or choose to delegate this task to the Vice President.
Complete all necessary forms for WACSSO
Liaise with the different sub committees e.g. Fundraising or any others created for a specific task
Be a signatory for the P&C bank account
Represent the P&C at any formal events, if this is appropriate or at Principal's invitation
Send out reminders of events, requests for help etc
Coordinate various fundraising activities (not do everything – delegate)

Vice President

Support current President
Chair P&C meetings when requested by President.
Attend different sub committees as required
Be a signatory for the P&C bank account

Secretary

Process incoming correspondence, record and distribute to relevant parties at P&C meetings – or earlier if timeframe requires
Take minutes of P&C meetings
Make an electronic copy of minutes available to the registrar, so it can be uploaded onto website (making newsletters from P&C redundant)
Distribute Minutes and agenda 1 week prior to P&C meetings
Complete annual Information Statement (no later than 6 months after financial audit)

Treasurer

Reconcile bank account
Present a financial report at P&C meetings
Arrange an auditor (as appointed at AGM) and present P&C accounts for auditor
Pay all accounts
Be a signatory for the P&C bank account
Arrange floats for various events throughout the year

Accounts Receivable

Count and bank all monies taken at various events throughout the year
Communicate with Treasurer regarding monies banked and from what events received

Uniform Coordinator

Stock and order appropriate quantities of uniform.
Send out order forms to school community at the end of Term 1 to allow ordering of winter items and Term 3 for ordering of summer items
Open uniform shop twice a week
Be available for Kindy Induction day

Executive Member (3 positions available)

These members make up an executive committee with Vice President and President, should a decision need to be made within a short time frame between P & C meetings