

The P&C President Role description

Good knowledge of the rules, operations and meeting procedures of the P&C

Provide leadership

Chair meetings

Act as spokesperson/representative of the P&C

Foster good communication between the P&C, school and community

Encourage participation to ensure that everyone can have a say

Is the accountable person in all employment and OSHC issues



For more information see the booklet "Congratulations! You've been elected President of the P&C" on the info place



The P&C Vice-President Role description

Chair meetings if the President is absent

Provide essential support for the President and help the Secretary/Treasurer as required

Become familiar with P&C operations, rules and meeting procedures

Act as the President's "understudy" and gain an understanding of the various executive roles

Perform a role particular to your P&C, such as "Publicity Officer" or "Fundraising Co-ordinator"

Carry out any duties delegated by the President



For more information on executive roles, see the info place



The P&C Treasurer Role description

Ensure the P&C complies with the Accounting Manual

Financial statements/reports at each meeting

Pay accounts promptly when authorised by a meeting

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

Monitor wages and ensure accounts are current and reconciled

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



For more information see the booklet "Congratulations! You've been elected Treasurer of the P&C" on the info place



The P&C Secretary Role description

Prepare and distribute notices of meetings and meeting agendas

Prepare, distribute and present minutes of meetings to members

Maintain a register of correspondence and distribute correspondence promptly

Maintain a register of P&C members

Maintain a volunteer register whenever and wherever volunteers are working for the P&C

Organise, record and maintain P&C documents

Ensure a copy of the P&C's Constitution is accessible and available



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