

P&C Roles and Descriptions

Duties of the President

- The attainment of the P&C Association'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
- 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



VOLUNTEERING... JUST SAY "YES!"

Duties of the Vice-Presidents

- Assist President and the Principal wherever possible
- Support Secretary and Treasurer Chair meetings when the President is unavailable
- Attend monthly meeting
- Being signatory on the Association's bank accounts



Duties of the Secretary

- Attend all meetings and keep a record of all business conducted
- Typing and copying minutes of meetings
- Collecting P&C mail from office and maintaining P&C email account. Distributing mail to relevant people
- Make agenda available for topics to be discussed at next meeting with president
- Setup monthly meetings on Zoom when required.
- Send out notice of monthly meeting one week prior via email
 - Liaise with the school Principal, other Executives and teachers where necessary
 - Being signatory on the Association's bank accounts



Duties of the Treasurer

- Maintain records of income and expenses using Xero online accounting system
- Prepare payments to be made in Commbiz for approval and payment each week
- Maintain payroll for canteen employees, lodge quarterly BAS and super obligations
- Maintain My School Connect (P&C online platform for payments)
- Provide monthly Account Reconciliations for all P&C accounts
- Prepare the P&C accounts for auditing each year and arrange for the audit to be carried out in a timely manner.
 - Handling of any money queries and cash floats for special events
 - Provide report for General meetings and AGM
 - Attend monthly meeting



VOLUNTEERING... JUST SAY "YES!"

Duties of the Assistant Secretary

- Support the Secretary in their role
- If the secretary is unable to attend monthly meeting, take minutes of the meeting and type up minutes on their behalf
- Support the executive committee members as required
- Attend monthly meetings



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Duties of the Assistant Treasurer

- Support the Treasurer in their role as necessary
- Weekly banking for the P&C
- Reconcile the weekly banking in Xero including uploading takings sheets
- Support the executive committee members as required
- Attend monthly meetings



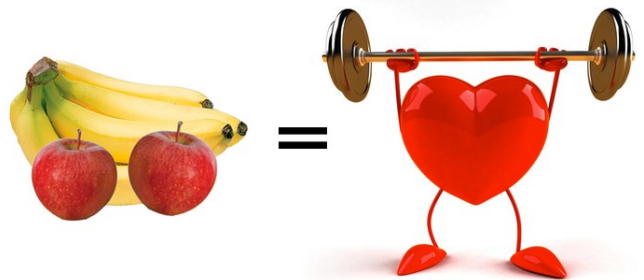
Picnic Point Public
School

P&C

VOLUNTEERING... JUST SAY "YES!"

Duties of the Canteen Co-Ordinator

- Oversee the running of the canteen
- Responsible for canteen employees and overseeing their work including rostering, ordering and menus
- Approve employee timesheets
- Review menu in line with Healthy Canteen Strategy and pricing
- Attend monthly meetings
- Provide a report at general meeting



Picnic Point Public
School

P&C

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Duties of the Uniform Co-Ordinator

- Maintain the Uniform shop including opening at least one day a week
- Uniform ordering and stocktake
- Filling of orders from My School Connect online shop
- Attend monthly meetings
- Provide a report at general meeting



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Duties of the Fundraising Co-Ordinator

- Organise, coordinate and run P&C fundraising activities, such as Mother's and Father's Day Stalls, raffles and discos.
- Attend monthly meetings
- Provide a report at general meeting for the members



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Duties of the Building Fund Officer

- Organise banking of any cash or cheques
- Issuing of donation receipts
- Maintaining of records for deposits, receipts issued and forms completed for annual audit
- Provide a report at general meetings to members
- Attend monthly meetings

