



## **The President of the P&C**

- Chair and conduct productive/orderly meetings
- Liaise with committee members to make decisions in the interest of the P&C
- Liaise with the school administration when required
- Support all committee members and volunteer positions and provide guidance and assistance when requested or required
- Signatory to accounts
- Public Face of the P&C - Represent the P&C at school or community events if available
- Ensure other office bearers fulfill their duties
- Make sure the P&C constitution is followed and respected

## **P&C Vice President**

- Chair the P&C meetings if the President not present
- Liaise with committee members to make decisions in the interest of the P&C
- Liaise with the school administration when required
- President's representative on sub committees
- Support all committee members and volunteer positions and provide guidance and assistance when requested or required
- Signatory on accounts if required
- Make sure the P&C constitution is followed and respected



## **P&C Treasurer**

- Maintains the Association's Financial Records
- Establish and maintain simple procedures for handling the Association's money
- Prepare and present a written report for every General Meeting
- Compiles yearly accounts
- Signatory to accounts
- Pay invoices - Collates monies received
- Provide a float for fundraising events
- Make sure the P&C constitution is followed and respected

## **The Secretary Position**

- Maintains the P&C records (NOT financial records)
- Advise when the next meeting will be held in email to the school
- Record the minutes of the meeting
- Deal with correspondence / emails
- Maintaining membership records
- Write & Distribute minutes (email) of meetings within 48 hours of the previous meeting
- Assist chairperson if required drawing up the Agenda
- Coordinate with School to post in the Newsletter
- Coordinate with school to post on school Facebook Page



## **Fundraising Coordinator**

- Coordinate events
- Discuss with P&C members to plan out the years fundraising events
- Brainstorm with P&C members for new fundraising ideas
- Write Emails for volunteers to help at events
- Organise sub committees to look after individual events
- Report to the P&C at meetings of progress and upcoming events
- Chair Fundraising meetings that are separate to the General P&C meeting
- Help out at events where required
- Draw up rosters of volunteers for events where required. The Fundraising Coordinator will always have the full support and receive any help required by the office bearers of the P&C.

## **Uniform Shop Coordinator**

- Manage school uniform sales
- Manage school uniform inventory