

Illaroo Road Public School P&C Association

Office Bearer, Executive & General Member

Role & Responsibilities

The P&C Office Bearers:

- Office Bearers shall consist of a President, two Vice Presidents, Treasurer, Minutes Secretary and Correspondence Secretary.
- These roles shall be elected at the Annual General Meeting. At this meeting all positions will become vacant and then be filled by nominations and voted by all members.
- All nominees are required to be financial members of the association.
- No more than one Officer Role can be held by the same person.
- Members of the same family can hold office bearer positions at the same time.

The P&C Executive:

- The Executive shall consist of the Office Bearers as listed above and up to six other members, including but not limited to, Uniform Shop Coordinator, Canteen Treasurer Representative and the Publicity Officer.
- These roles shall be elected at the Annual General Meeting. At this meeting all positions will become vacant and then be filled by nominations and voted by all members.
- All nominees are required to be financial members of the association.
- Signatories to all P&C financial accounts, including sub-committees, must be Executive members.
- The Executive is answerable to the P&C Association and should ensure the meeting decisions are adhered to and are acted upon.
- The Executive must be mindful not to make decisions that should be discussed and debated at a general meeting. Ordinary members have the right to question Executive decisions or, in fact, overturn them (by majority vote) at a general meeting. It is prudent for the Executive to only deal with matters that are urgent or of a sensitive nature.
- Minutes are kept of Executive meetings and confirmed at the next general meeting.

The P&C Ordinary Member:

- All parents and carers of students enrolled at the school are eligible to become members of the P&C Association.
- All citizens living within the boundaries of the school are eligible to be members of the P&C Association.
- Parents, carers and citizens must pay the membership fee to become a financial member of the P&C. The annual membership fee is \$1.
- The Principal is an ex officio member of the P&C Association. That is, they are a member of the P&C Association by right of their position as Principal of the school and do not have to pay a membership fee. The Principal has the right to move motions and vote like any other member, except when acting as Returning Officer at the Annual General Meeting.
- Members of the school staff are eligible to be members of the P&C but are required to pay the membership fee.
- Payment of the membership fee must be made by the close of one meeting so that the member is eligible to exercise membership rights (eg vote) at the next meeting. Because the membership register is not updated until after each general meeting, new members are not eligible to vote at the meeting at which their membership has been paid.
- All financial members have the right to stand for office, move motions and vote.

Financial Reporting

P&C accounts must be submitted for audit every year. The audited statement of income and expenditure and Annual Report must be presented at the Annual General Meeting.

Incorporated P&C Associations are required to publicly record their financial statements. A copy of the audited statement of income and expenditure, certified by the auditor, is to be sent to the Federation and Citizens' Associations of NSW within one month of the Annual General Meeting at which it is adopted.

The auditor must be voted on and appointed during the Annual General Meeting.

The person appointed to audit the books must not be an office-bearer of the association. They must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

Mandatory monthly and annual reporting provide a means for assuring the necessary checks and balances are in place and ensuring your P&C is in a sound financial position.

Proper accounting procedures have two purposes:

- i) They prevent loss and fraud. You might trust everyone in your organisation, but accounting procedures will tell you if the wrong thing is happening and where.
- ii) They protect the P&C executive. Good accounting of P&C funds removes any basis for accusations of financial impropriety against your executive members.

(Source: *Prescribed Constitution for Incorporated Associations*, Clause 7. Annual General Meeting. Found in "Handbook for P&C Associations", p.18)

Illaroo Road Public School P&C Association
Office Bearer – President
Role & Responsibilities

The President is required to:

- Foster fair participation of all members and ensure that all new people are made to feel welcome.
- Chair every association meeting, following the set agenda. In the absence of the President, one of the Vice Presidents can chair the meeting. Meetings are to be conducted knowledgeably and fairly.
- Work with the Minutes Secretary to prepare the agenda prior to each meeting.
- Know the constitution and make sure activities proceed in accordance with it.
- Consult with ALL of the executive on decisions between meetings.
- Support all volunteers working on P&C projects, whether they are P&C members or not. This includes volunteers working in the canteen, including Year 6 students.
- Act as the P&C Association's spokesperson when public statements or actions are needed.
- Set up lines of communication with the Principal and interact regularly with the Principal and the school executive.
- Inform parents via the school Bulletin about P&C meeting business, dates, fundraising events, etc.
- Provide the P&C's weekly submission to the school Bulletin to the front office by 8am each Monday morning, during school term.
- Act as a spokesperson for parents. Be familiar with school policies and procedures to be able to assist parents.
- Represent the P&C at School Council meetings and communicate to the committee any relevant business from those meetings.
- Delegate responsibility as required and appropriate.
- Be 'hands-on' and willing, and ensure the successful functioning of the P&C Association.
- Automatically be a member of all P&C sub-committees. This may involve attending sub-committee meetings, or becoming informed of all sub-committee meeting decisions immediately after the meeting.

Illaroo Road Public School P&C Association
Office Bearer – Vice President
Role & Responsibilities

The Vice President is required to:

- Support the President as required with all P&C commitments.
- Welcome new members and give them background information on any issue being discussed.
- Chair association meetings in the absence of the President.
- Know and understand the Constitution.
- Be 'hands-on' and willing, and ensure the successful functioning of the P&C Association activities and events.
- Act on behalf of the president, in their absence, with consideration and courtesy towards all members.

Illaroo Road Public School P&C Association
Office Bearer – Treasurer
Role & Responsibilities

The Treasurer is required to:

- Comply with financial accountability requirements.
- Present a report in the form of an income and expenditure statement together with a reconciled bank statement for each P&C meeting.
- Is responsible for all funds held in the name of the P&C and ensures that all sub-committee financial records have been kept to the Treasurer's satisfaction.
- To encourage members to understand the state of the P&C finances and to ask questions about what they don't understand.
- To record all financial transactions in MYOB or similar program or cash books if necessary.
- Be responsible for planning, budgeting and cash flow.
- Make recommendations about surplus funds lodged as term deposits.
- Submit the financial accounts of the P&C to an independent audit on completion of the financial year and present the audited books at the Annual General Meeting for approval and adoption.
- Bank all monies received from the uniform shop weekly and any other fundraising as is necessary.
- Hand over all of the financial records to the incoming Treasurer should they resign from the position or the Annual General Meeting decide to elect a new Treasurer.
- Co-sign with an authorised cheque signatory all payments.

Illaroo Road Public School P&C Association
Office Bearer – Minutes Secretary
Role & Responsibilities

The Minutes Secretary is required to:

- Attend every association meeting and take careful notes of the discussions.
- Type up the minutes and distribute to committee members within one week of the meeting.
- Liaise with the school's technical support staff for the minutes to be uploaded onto the school's website.
- Prepare and email out an agenda for each meeting, with a copy of the previous meetings' minutes attached, the day before each meeting. The agenda should include: a) Business arising from the minutes; b) any deadlines; c) items requiring a decision/action by the meeting; d) ongoing matters that need to be discussed.
- Convene special meetings when requested.
- Keep a current electronic and paper copy of the P&C letterhead.
- Maintain official records of the P&C Association, such as:
 - The constitution, by-laws, rules of subcommittees
 - Incorporation Certificate
 - ABN details
 - Minutes

Illaroo Road Public School P&C Association
Office Bearer – Correspondence Secretary
Role & Responsibilities

The Correspondence Secretary is required to:

- Open all mail regularly and consult with the President if actions need to be taken before the next meeting.
- Sort mail into logical groups, ie information from Federation, Dept of Education, fundraising materials, and response to letters the P&C has written.
- Prepare a report of all incoming correspondence briefly detailing what has been received. Email this report out to committee members prior to the meeting, and table the report at each meeting.
- Write and send any outgoing correspondence as required, including fundraising thank you letters.
- Keep an accurate list of financial members, and update with any new members after each meeting.
- Update the committee contact list at the first meeting of each term with member's phone numbers and email addresses. Provide an updated paper copy of the contact list to committee members at the following meeting.
- Keep a current electronic and paper copy of the P&C letterhead.
- Send the names and contact details of the Executive to P&C Federation straight after the AGM and notify Regional and District P&C Council of the name and address of our delegates.
- Provide any information as requested by the P&C Federation.

Illaroo Road Public School P&C Association
Executive – Uniform Shop Coordinator/s
Role & Responsibilities

The Uniform Shop Ordering Coordinator is responsible for:

- Regularly checking on stock, at least fortnightly, to ensure all uniforms have an adequate supply. This includes filling tubs and shelves with stock from the boxes as required.
- Be responsible for ordering all new stock with suppliers (ie LW Reid & Danni). This includes bags and accessories, as well as all pieces of the school uniform.
- Organising a thorough stock take at least twice per year, at the end of Term 1 to check on the winter uniform supply and at the end of Term 3 to check on the summer uniform supply.
- Keeping the P&C President and Treasurer informed on any stock delay issues.

The Uniform Shop Roster Coordinator is responsible for:

- Organising the volunteer roster for each term. This includes checking on volunteer availability and preparing the roster accordingly.
- Emailing out the roster to all volunteers during the holidays prior to start of the next school term. Ensure a copy of this roster is emailed to the school.
- Assisting volunteers in finding a replacement if they are unavailable for their shift due to illness etc. The Roster Coordinator will be the 'go-to-girl' for volunteers to call in emergencies.
- Regularly checking on the number of paper copies of the sign-in sheet, tally sheet, order forms etc in the folder in the Uniform Shop. Photocopy extra sheets as required.
- Keeping the P&C President and Treasurer informed on any volunteer issues.

Illaroo Road Public School P&C Association
Executive – Fundraising Coordinator
Role & Responsibilities

The Fundraising Coordinator is responsible for:

- Overseeing and supervising all fundraising events, and assisting where required.
- Delegating work and asking for volunteers, from within the P&C as well as the broader school community, so that the load for fundraising is spread out and shared among many.
- Coordinating and running at least one fundraising event each year.
- Coordinating with the treasurer to arrange a cash float if required, for all fundraising events.
- Assisting the treasurer with counting money during a fundraising period. This may be an extended period (for example during sportathon collecting) or may be a one-off after a fundraising event (for example after the trivia night).
- Provide a brief fundraising update to the P&C committee at each meeting.

Illaroo Road Public School P&C Association
Executive – Publicity Officer
Role & Responsibilities

The Publicity Officer is responsible for:

- Contacting the local radio stations as required to inform them of any upcoming P&C events.
- Contacting the South Coast Register, as required, to inform them of any upcoming P&C events and organising a photographer to attend the event if appropriate.
- Taking photographs of P&C events, if appropriate.
- Being 'hands-on' and actively involved with fundraising activities.