

P&C Executive Role descriptions

PRESIDENT

The President acts as a representative of the Association, encouraging communication between the Association and College administration. The President is an official member of the College Council. The President is responsible for:

- The successful functioning of the P&C Association meetings
- 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, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

VICE-PRESIDENT

The role of the vice-president is to provide essential support for the president and possibly other members of the team, i.e. assisting the secretary or the treasurer in some of their tasks. The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the president. The vice president can also act as chair for any subcommittees established by the Association.

TREASURER

The treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts. The Treasurer is responsible for:

- complying with the Accounting Manual for P&C Associations
- preparing an annual budget for the P&C
- supplying a financial statement at each meeting
- making all cheque books, deposit books and receipt books together with books of account, available to the auditor
- preparing annual statements, which must be audited and a copy forwarded to your DETE Regional Office.

It is the treasurer's responsibility to keep accurate accounts of receipts and expenditure, however all executives have a responsibility to ensure that the P&C is operating openly within the policy and legislation provided to them by DETE.

SECRETARY

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The secretary should:

- maintain attendance records and a register of members including ex-officio and life members
- assist the president in preparing an agenda for each meeting
- collate agenda papers for each meeting (including subcommittee reports)

- prepare and present minutes of P&C and officers' meetings at each general meeting
- record and deal with correspondence in/out as directed by the P&C
- generally organise, record and maintain information pertaining to the activities of the P&C
- have custody of the P&C documents.