

## **POSITION DESCRIPTIONS EXECUTIVE COMMITTEE**

P&C members can nominate for an Executive position, and each nominee goes to a vote for election at the Annual General Meeting.

Executive Committee members serve in an honorary capacity and will need to obtain a Blue Card.

### **P&C PRESIDENT**

- Provide leadership and accountability and ensure the P&C, including all of its sub-committees and working parties, are operating effectively and complying with relevant P&C legislation and regulations.
- Foster good communication and relationships amongst P&C Executive, P&C members, the school and the broader community.
- Act as spokesperson/representative of the P&C
- Chair meetings
- Be a signatory on P&C accounts

### **P&C VICE-PRESIDENT**

- Provide support and assistance to the President and other members of the team
- Become familiar with P&C Operations, rules and meeting procedures
- Chair meetings from which the President is absent and carry out any duties that have been delegated
- Foster good communication and relationships amongst P&C Executive, P&C members, the School and the broader community.
- Be a signatory on P&C accounts.

### **P&C TREASURER**

- Maintain responsibility for the financial management of the P&C, including all subcommittee accounts
- Comply with the Accounting Manual for P&C Associations
- Prepare an annual budget for the P&C
- Supply a financial statement at each meeting
- Make all financial records available to the auditor
- Prepare annual statements, which must be audited and a copy forwarded to DET regional office
- Maintain accurate accounts of receipts and expenditure
- Preside at every meeting of the Association
- Be a signatory on P&C accounts
- Ensure all subcommittees have their financial statements/reports at each meeting
- Ensure all monies are banked in the appropriate account as soon as possible
- Pay all accounts promptly ;Issue receipts for monies received
- Ensure all accounts are current and reconciled
- Ensure accounting is open and transparent
- Maintain an asset register
- Maintain an accountable forms register

### **P&C SECRETARY**

- Maintain attendance records and a register of members
- Prepare the agenda and all relevant documentation for each meeting
- Record the minutes for each meeting
- Act upon any directions given at meetings
- Collect and deal with correspondence in/out as directed by the P&C
- Organise, record and maintain information pertaining to the activities of the P&C
- Organise, record and maintain P&C documents
- Maintain a Blue Card register for P&C Executives, non-parent volunteers and P&C Employees
- Maintain a volunteer register at every site and activity which volunteers are working on behalf of the P&C