

# P&C Committee and Roles

## Meetings

P&C Meetings are held regularly throughout the year, with the first meeting being the AGM. Parents and citizens are welcome to attend.

Normal meetings include a report from the Principal about important information relevant to happenings in the school, reports from each of the areas of the P&C, discussion of fundraising activities (completed, ongoing and proposed) and any other business which arises as required.

In addition to the normal meeting items, the AGM also includes voting in the committee for the new year and voting on which fundraisers we will be running for the year.

## P&C Roles

### President

- Provides leadership
- Chairs all general and executive committee meetings
- Liaises with the school principal on matters relating to the P&C
- Acts as a spokesperson for the association
- Supervises the functions of other office bearers
- Ensures adequate and efficient communication exists between the P&C, the parents and the school
- Encourages parents to participate
- Oversees the running of fundraising activities
- Prepares meeting agendas

### Vice President

- Steps into the role of the President should the President be unavailable
- Undertakes tasks to reduce the workload of the President
- Assists with overseeing the running of fundraising activities

### Secretary

- Keeps full and correct minutes of the P&C's proceedings
- Acts upon decisions as directed by the meeting
- Attends to the correspondence of the P&C
- Looks after the P&C documents
- Maintains a register of financial members

## Treasurer

- Responsible for all funds received and expended by the association
- Prepares regular reports to P&C meetings
- Holds ultimate responsibility for all funds, including all subcommittee accounts

## Executive Committee (3 positions)

- Responsible for keeping up to date with P&C matters
- Assist with the decision-making process when a full meeting is not practical

## Financial Members (parents and citizens)

Financial members of the P&C are any parent or citizen who attends a P&C meeting and makes a gold coin donation to become financial. Only one donation is required per calendar year to retain financial membership. This is usually done at the AGM; however a parent can become a financial member at any time through the year. Once you are a financial member, you have the right to vote in any decisions made by the P&C.