

P&C OFFICE BEARERS

P&C Executive Committee

➤ *President*

The President is the meeting Chairperson, the public face of the P&C and can be a link between parents and school administration.

The President chairs all P&C meetings (held on the Monday's of week 3 and 7 each term at 7.30pm in the library) as well as P&C Executive meetings (in 2016 these were held on the Monday's of week 2 and 6).

During a meeting it is important that the President ensures there is a motion to be voted on and conducts productive/orderly meetings by:

- ❖ Maintaining control
- ❖ Ruling on points of procedure
- ❖ Stopping people from speaking out of turn
- ❖ Encouraging participation by all members
- ❖ Closing debate by summing up

The President is also a signatory to the bank accounts, needs to ensure other Office Bearers fulfill their duties, handles all external enquiries, observes legal formalities and is an ex officio member of all sub committees.

➤ *Vice President*

The Vice President can be an understudy for the President to undertake the Presidents duties if they are unable to do so, including chairing meetings when the President is absent or has a conflict of interest.

The Vice President can represent the President on sub committees and is a signatory to the bank accounts.

The Vice President is expected to attend all P&C Executive and Planning meetings.

In 2016, the Vice- President chaired the Communications Sub-Committee and was responsible for the P&C text in the weekly school newsletter.

➤ **Secretary**

The Secretary maintains the Association's records (NOT the financial records). They must:

- ❖ Post notice of meetings
- ❖ Assist Chairperson in drawing up agenda
- ❖ Attend all P&C Meetings
- ❖ Record minutes
- ❖ Deal with correspondence
- ❖ Maintain membership records
- ❖ Be a signatory to the bank accounts
- ❖ Observe legal formalities

It is important that when taking the minutes the Secretary documents that a discussion on a particular subject took place, what decision was made, who will follow-up on the resolution and the timeframe.

P&C documents that must be archived are the minute books and document register. All correspondence that is not of an ongoing issue need not be retained for longer than 12 months provided they have been listed in the correspondence log.

➤ **Treasurer**

The Treasurer maintains the Associations financial records. It is important to establish and maintain SIMPLE procedures for handling the Association's money:

- ❖ Always issue receipts
- ❖ 2 people to count money and the receipt signed by both
- ❖ bank all money received
- ❖ 2 people to sign cheques (avoid conflict of interest)
- ❖ to sight an invoice before signing cheques
- ❖ never sign blank cheques

It is the responsibility of the Treasurer to prepare and present a WRITTEN report for every General Meeting, including an up-to-date bank reconciliation, a copy of the most recent bank statement and a statement of receipts and payments. Other responsibilities include:

- ❖ Preparing the books for audit
- ❖ Management of all the P&C's accounts
- ❖ Completion of tax and superannuation related documents as necessary.

All financial records must be kept for a minimum of 5 years, however personnel records of employees must be kept for the time of their employment and for 7 years after termination/resignation.

➤ **Assistant Treasurer**

The duties of the Assistant Treasurer are:

- ❖ Banking as required from any fundraising events and the uniform shop takings once a fortnight and emailing the details to the treasurer.
- ❖ Arrange and collect any floats required for P&C events/activities.
- ❖ Recording and reporting of P&C contributions.
- ❖ Provide support to the Treasurer as required by helping to manage, maintain and report on treasury related items for the P&C.
- ❖ Attend or provide your input for executive planning meetings, general committee meetings and provide your feedback on executive matters.

➤ **General Committee Members**

General Committee Members:

- ❖ Provide feedback on executive matters
- ❖ Attend or provide input to all P&C AGM and General Meetings (held on the Monday's of weeks 3 and 7 each term)
- ❖ Attend or provide input to all P&C Executive Committee Meetings (in 2016 these were held on Monday's of weeks 2 and 6)
- ❖ Help the Executive Committee members where needed

Other Roles and Committees

➤ **Canteen Committee**

- ❖ Provides support to the Canteen Manager to operate the canteen
- ❖ Provides feedback to the P&C on canteen operations
- ❖ Ensures the canteen provides well-priced food choices to students
- ❖ Helps co-ordinate the volunteer roster
- ❖ Communicates with the school community about canteen related matters e.g. volunteers, new menus etc

➤ **Uniform Shop Co-ordinator**

- ❖ Opens and operates the uniform shop on a weekly basis
- ❖ Manages a team of uniform shop volunteers
- ❖ Manages cash handling, credit card processing and sales reporting for the P&C Treasurer
- ❖ Processes and packs online and paper orders for delivery to classrooms
- ❖ Accepts and sorts second hand clothing for sale
- ❖ Manages stock levels and ordering of stock in consultation with the Uniform Shop Sub Committee
- ❖ Assists with a twice yearly stock take
- ❖ Works with the Uniform Shop Sub Committee
- ❖ Reports to the P&C at meetings

➤ **Uniform Shop Committee**

- ❖ Manages the uniform shop in conjunction with the Uniform Shop Co-ordinator
- ❖ Manages stock ordering, stock control, twice yearly stocktake
- ❖ Provides support to the co-ordinator and volunteers
- ❖ Ensures the uniform shop provides well priced uniforms and merchandise to the school community

➤ **Fundraising Committee**

The fundraising committee:

- ❖ Sets and maintains the fundraising schedule for the year
- ❖ Provides support and advice to fundraising event organisers

A representative from the Fundraising Committee is expected to:

- ❖ submit a Fundraising Committee Report/update to the Secretary prior to each P&C General Meeting
- ❖ attend the P&C General Meeting
- ❖ present this report at the meeting

The Fundraising Committee is not responsible for running each of the fundraising events. Rather they are there to discuss fundraising ideas, ensure there are no event clashes and to give guidance and advice to event organisers.

➤ **Communications Committee**

The communication committee:

- ❖ Plans P&C communications
- ❖ Ensures P&C content on Facebook and the school website is kept up to date
- ❖ Is responsible for writing the P&C content in the weekly school newsletter and submitting it to the school's administrative staff prior to 9am each Thursday.

The communication committee does not write or approve communication for all fundraising events or other committees. It is there to offer guidance and help where necessary.

➤ **P&C Facebook Co-ordinator**

The P&C Facebook Co-ordinator:

- ❖ Is a member of the Communications Committee
- ❖ Is responsible for writing and scheduling all Facebook posts on behalf of the P&C

➤ ***P&C School Board Representative***

The P&C School Board Representative acts as a link between the School Board and the P&C to help co-ordinate efforts between both groups. This role is often held by the P&C President or Vice-President but can be delegated to another member of the P&C Executive Committee.

This representative is expected to attend all P&C Meetings (held on Monday's of weeks 3 and 7 each term) as well as all Board Meetings (held during week's 3 and 8 each term).

➤ ***Safety House Co-ordinator***

- ❖ The Safety House Co-ordinator is responsible for running the Safety House Program at Woodlands Primary School.
- ❖ Ensures all related documentation is kept up to date and advises Safety House of changes required to the database listings.
- ❖ Submits new applications to Safety House for WWCC and WA Police Checks
- ❖ Talks to School Principal about Safety House events that the school can be involved in. eg Safety House Show, Art Competitions
- ❖ Contacts the Safety House office for advice, help or resources
- ❖ Reports to the P&C

➤ ***School Banking Co-ordinator***

In order to ensure that the School Banking program continues at Woodlands beyond 2016, a volunteer Coordinator is required to take over the facilitation of banking and distribution of reward items next year. This only takes a small amount of your time one morning each week – and the school's current coordinator and the Commonwealth Bank will provide ongoing support to run the program. Your help will ensure that our 200 school bankers will be able to continue their saving journey.

To find out more about the position or to indicate your interest in volunteering for this great program, please contact Sam Wagenaar by email samandtroy@iinet.net.au.

➤ ***WACSSO Representative***

This is the person who is elected to have the main contact with WACSSO - often the President or Secretary or can be another member entirely.

➤ ***Class Rep Liaison***

The Class Rep Liaison is the link between all class representatives and the school. They are responsible for:

- ❖ Working with the Principal to schedule the class rep meetings held once each term
- ❖ Organising and distributing the agenda for these meetings
- ❖ Chairing the class rep meetings
- ❖ Writing and distributing the minutes from these class rep meetings
- ❖ Forwarding any important information to class reps to forward onto their classes

➤ ***Fathering Project Committee***

Aims to positively support the interaction and involvement of fathers and father figures in their children's' lives and in the school and wider community by organising activities in the school community that builds interaction, knowledge and skills of fathers and father figures and provides an opportunity for dads to get together in a relaxed, informal environment.

The Fathering Project committee is responsible for organising and carrying out Fathering Project events supported/ approved by the P&C. The activities undertaken by the Fathering Project School Committee can include;

- ❖ Father and father activities,
- ❖ Father and child activities,
- ❖ Father and The Fathering Project activities,
- ❖ Father and School activities.

Teamwork is essential in any program, mum's are encourage to be involved to support the aim and objective of this committee.