

The P&C President

Role description

**Good knowledge of the rules, operations
and meeting procedures of the P&C**

Provide leadership

Chair meetings

**Act as spokesperson/representative
of the P&C**

**Foster good communication between the P&C,
school and community**

**Encourage participation to ensure
that everyone can have a say**

**Is the accountable person in all
employment and OSHC issues**



**For more information see the
booklet "Congratulations!
You've been elected President
of the P&C" on the info place**



The P&C Secretary

Role description

Prepare and distribute notices of meetings and meeting agendas

Prepare, distribute and present minutes of meetings to members

Maintain a register of correspondence and distribute correspondence promptly

Maintain a register of P&C members

Maintain a volunteer register whenever and wherever volunteers are working for the P&C

Organise, record and maintain P&C documents

Ensure a copy of the P&C's Constitution is accessible and available



For more information see the booklet "Congratulations! You've been elected Secretary of the P&C" on the info place



The P&C Treasurer

Role description

Ensure the P&C complies with the Accounting Manual

Financial statements/reports at each meeting

Pay accounts promptly when authorised by a meeting

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

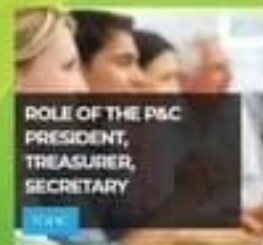
Monitor wages and ensure accounts are current and reconciled

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



For more information see the booklet "Congratulations! You've been elected Treasurer of the P&C" on the info place



The P&C Vice-President Role description

Chair meetings if the President is absent

**Provide essential support for the President
and help the Secretary/Treasurer as required**

**Become familiar with P&C operations, rules
and meeting procedures**

**Act as the President's "understudy" and gain an
understanding of the various executive roles**

**Perform a role particular to your P&C,
such as "Publicity Officer" or
"Fundraising Co-ordinator"**

Carry out any duties delegated by the President



For more information
on executive roles,
see the info place

