

Roles and responsibilities of P&C committee Information Sheet

The DPSS P&C has four formal positions (President, Vice-President, Treasurer and Secretary) and several other positions and committees that support and implement the P&C Mission. This section briefly describes the roles and responsibilities of each member/committee.

President

The President's role is to:

- provide leadership (delegate)
- act as representative of the P&C
- ensure communication between P&C, school and community.
- encourage participation
- conduct meetings efficiently and timely while ensuring all members feel valued
- be familiar with the rules, operations and meeting procedures of the P&C

Vice President (can be done by two)

- become familiar with all P&C operations, rules and meeting procedures
- provide support and assistance to the President
- act as Chair for any subcommittees established by the Association
- look on the role as a means of gaining an understanding of the various executive roles
- To prepare information for the Newsletter update and support others with their contributions to the newsletter.
- Ensure relevant P&C's Queensland tasks or opportunities are actioned

Treasurer

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

- comply with the Accounting Manual for P&Cs which can be viewed at <http://education.qld.gov.au/finance/procedure/pandc/>
- prepare an AOP and a budget in consultation with the P&C executive, for the P&C
- be involved in the preparation of the school AOP and budget
- keep accurate accounts of receipts and expenditure
- supply a statement of finance to every meeting
- prepare an annual statement, which must be audited
- ensure that all monies received are banked promptly in the appropriate account
- issue receipts for all monies received
- ensure all cheques are correctly filled out and signed by the appropriate people
- follow the guidelines in regard to electronic banking including EFT payments and
- ensure a copy of the audited annual financial statement is attached to the minutes of the AGM.

At the Dutton Park State School P&C, the role of Secretary is split into the Secretary and Minutes Secretary

Correspondence Secretary (can be two)

- shall be a member of the executive committee
- shall be a signatory on the accounts
- cannot hold the office of Treasurer
- will receive written resignations from members
- shall notify QCPCA and the Director-General in writing, through the Regional Office, of the names and addresses of elected executive officers
- will receive nominations for election prior to the AGM
- receive agenda items prior to the meeting and assist the President in preparing an agenda for each meeting
- shall collate agenda papers for each meeting - including subcommittee reports:
- will give fourteen days notice of intention to convene the AGM
- is responsible for the collection and disbursement of money along with the President and Treasurer
- shall prepare and present minutes of P&C at each general meeting
- shall record and deal with correspondence in/out as directed by the P&C
- will generally organise, record and maintain information pertaining to the activities of the P&C
- Maintain list of members and associated database and bring membership forms to meetings.

- will maintain custody of P&C Association documents Held all relevant documents such as Constitution, strategic plan so available at meetings.
- Will provide new committee members a copy of the strategic plan
- Distribution of P&C's Queensland information

Minutes Secretary (can be done by two)

- will record all proceedings of any meeting of the P&C by way of full and accurate minutes
 - circulate draft minutes to the "Executive" or all those who attended as soon as prepared.

Volunteer sub-committee (has lead Coordinators)

- Coordinate the classroom parent for the P&C.
 - Identify a class parent or more for each classroom
 - Encourage the development of e-mail/phone lists for communication
 - Use the class parent to rally volunteers when required and communicate significant P&C news
- Develop and maintain a volunteer contact list (class parent and beyond)
- Help link volunteers to the required sub-committees
- Report in writing or in person to the P&C monthly meetings
- Keep the Volunteers enthused
- Provide leadership to class parents (11 classes):
 - Class Parents Responsibilities are:
 - 2 parents per class if practical
 - Work with the P&C to achieve things
 - Communication between parents and the P&C

Uniform Shop sub-Committee (has lead Coordinators)

- Coordinate and operate the school's uniform shop
- Provide financial statements describing the income and expenditure of the shop to the P&C
- Provide the school with information about opening hours and prices

Grants sub-Committee (has lead Coordinators)

- Identify opportunities for submitting grants for the school that align with the Strategic Plan
- Write and prepare grant applications
- Acquit grants following successful application
- Identify specific project managers for large grants
- A 10% in-kind contribution will be available for all grants from the P&C. Additional approval is required for values above this amount.

Ecology sub-Committee (has lead Coordinators)

- Work with teachers to integrate ecology practices into school curriculum/ school environment
- Coordinate working bees
- Liaise with grants committee about funding opportunities

Environment (Gardening) sub-Committee (has lead Coordinators)

- Work with teachers to integrate gardening projects into school curriculum
- Coordinate working bees
- Liaise with grants committee about funding opportunities

Fundraising sub-Committee (has lead Coordinators)

- Identify and organise key fundraising events up to 3 a year
- Coordinate each fundraising event