

To nominate yourself for a position, please complete the form linked: <https://forms.gle/cjPGhYjKdnLCjJmBA>

Role and Responsibilities of P&C Officers 2023

PRESIDENT

The P&C President has the fundamental role of providing leadership to the parent community which includes having an awareness of parental concerns and expectations and being an active participant in the school's planning and priority setting.

Responsibilities: Responsible for formulating the annual objectives for the P&C and delegating duties to achieve this plan. Chairs Executive, Convenor & P&C meetings, represents P&C in regular meetings with the School Principal. May also represent the P&C by attending Regional P&C Association meetings.

VICE-PRESIDENT x 2

The role of the vice president is to support the president and other committee members as well as the school. There are two roles to be shared.

Responsibilities: Support the president and other committee members and subcommittee members. This includes taking an active role in assisting with any events being organised by one of the sub-committees and escalating and resolving any issues encountered at the sub-committee level. Attend the P&C & Executive & Convenor meetings and assist with issues arising. You may be called upon to relieve the P&C president in their absence.

VP 1 - To manage all ICT aspects of the P&C association; Administer all the P&C systems (google suite, website, mailchimp, facebook, 32auctions etc) and ensure users are supported. Support Communications and Sports committees.

VP 2 - Act as primary liaison to the school and student groups; Encourage collaboration with SRC; Manage CHS leadership inquiries and communication; Support the Social, Environment and Wellbeing committees as needed.

SECRETARY

The Secretary is the principal administrative officer of the Association. They contribute significantly to the smooth running of the P&C, and to maintaining transparent communications within the school community (through accurate minutes).

Responsibilities: Takes minutes at each P&C meeting for distribution to all members prior to the next meeting; receives agenda items prior to and prepares agenda of each meeting in consultation with the President; keeps a continual record of the business of the P&C by maintaining minutes, P&C rules, attendance records and list of financial members; writes outgoing correspondence as needed; deals with and maintains a record of all incoming and outgoing correspondence; attends executive and P&C meetings; must be willing to receive queries from school community and direct appropriately.

TREASURER

The P&C raises, manages and invests into the school a substantial amount of money each year. The Treasurer manages the planning and tracking of the financial results of the P&C, ensuring the P&C is complying with Australian Accounting standards. An accounting background is ideal for this role (but not mandatory).

Responsibilities: Maintains financial records using Xero. Prepares and presents financial reports at executive and P&C meetings. Responsible for payment of any P&C expenses. Oversees payment of P&C accounts and invoices (joint signatory, along with President); Checks bank reconciliations at month-end & throughout the year. Prepares books and accounts for audit as required; maintains P&C insurances and ACNC status. Provides high level analytical review of financial results; Takes minutes in absence of Secretary.

Communications Subcommittee

Time: 2-5 hours per term

Responsibilities: Help the P&C create fun and interesting collateral (official letters, brochures, flyers, invites) as needed. Plans P&C communications and helps update P&C website and facebook.

Time: 1-3 hours per term

Responsibilities: Maintain and update P&C Website. Website Admin/Updater needs to update various parts of the P&C Website as needed. Website is built in WordPress which is easy to use/learn.

Time: 3-6 hours per term

Responsibilities: Collate and edit P&C updates to be included in Cammeraygal High School Newsletter.

Time: 2-4 hours per term

Responsibilities: Use Mailchimp to maintain email distribution and contact lists and email communications.

Time: 1 hour per term

Responsibilities: Update parent contact lists and advise committee members of any volunteers for their committees

Time: 2-4 hours in Term 4

Responsibilities: Coordinate the committee members to update their sections of the Y7 Orientation booklet. Ensure all details and links are updated

Time: 1-3 hours in Term 4

Responsibilities: Coordinate the committee members to update their sections of the website. Ensure all details and links are updated.

Community & Environment Subcommittee

Time: 3-6 hours per term

Responsibilities: Helping to organise environmental sustainability programs, activities and speakers to complement the existing curriculum. Advise and assist to reduce School's environmental footprint. Typically includes organising Working Bees and working with students and staff on other environmental initiatives.

Sport Subcommittee

Time: 3-6 hours per term

Responsibilities: Helping to organise environmental sustainability programs, activities and speakers to complement the existing curriculum. Advise and assist to reduce School's environmental footprint. Typically includes organising Working Bees and working with students and staff on other environmental initiatives.

Social Subcommittee

Time: 3-6 hours per term

Responsibilities: Help to find hosts or coordinators for all social, fundraising and community Events, such as Welcome Drinks, Mother's Day, Father's Day, orientation etc and support the hosts.

Uniform Subcommittee

Time: 3-6 hours per term

Responsibilities: Liaise with school, P&C and Noone (uniform provider), coordinate second hand uniform

CAMMERAYGAL



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collections and sale.

Wellbeing Subcommittee

Time: 3-6 hours per term

Responsibilities: Meet with Head Teacher Wellbeing to understand activities planned for students/teachers and how P&C can support. Liaise with P&C President/Treasurer to discuss funding requests to go to P&C Meetings for approval. Liaise with other High School P&Cs re upcoming events. Source and connect with potential wellbeing event contributors and resources. Coordinate with Communications subcommittee for wellbeing communications. Coordinate delivery of Wellbeing Events and information to parents during wellbeing week.