



## Role and responsibilities of the Executive Officers

### **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 in order 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**

The role of the vice president is to support the president and other committee members as well as the school. It is a role that is ideally shared between two people.

**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; Be prepared to take on independent projects as required from time-to-time. Attend the P&C & Executive & Convenor meetings and assist with issues arising; Be prepared to take minutes in the absence of the secretary. You maybe called upon to relieve the P&C president in their absence.

### **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. Provides high level analytical review of financial results; Reviews any relevant annual sub-committee reports for consistency.

To nominate yourself for a position, please complete the form linked: <https://forms.gle/QjFwaemY448h9pHAA>