



P&C Executive and Sub-Committee Role Descriptions

The following role descriptions are intended as a guide only. Each role may vary depending on the individual that fulfills the position and the requirements of the committee at the time.

PRESIDENT

The president is responsible for the overseeing of the P&C and the associated committees, presiding and running the P&C meetings and liaises with the NSW P&C Association and the Principal over any P&C and school matters. The president is responsible for:

- The successful functioning of the P&C.
- Fostering participation of all members.
- Welcoming new members & supporting volunteers.
- Chairing Meetings.
- Signatory on bank accounts.
- Acting as the P&C spokesperson.
- The President is automatically a member on sub-committees.

VICE PRESIDENT x 2

The vice president in the absence of the President presides over the meeting. The Vice President supports the role of the President and may be required to:

- Chair meetings or parts of meetings under the direction of the President.
- Chair meetings in the absence of the President.
- Signatory on bank accounts.
- Take on the responsibility of supporting / leading sub-committees.
- Represent the President if the President is not available.

SECRETARY

The Secretary shall attend meetings and keep a record of all business conducted, collect and receipt any mail received, and then hand the mail onto the appropriate sub-committees. The Secretary is responsible for:

- Taking minutes at meetings.
- Writing outgoing correspondence.
- Maintaining records.
- Signatory on bank accounts.
- Receive and table incoming correspondence.
- Give notice of meetings.
- Maintain official records.

TREASURER

The Treasurer receives and deposits all monies, maintains records, draws cheques and presents accounts to each meeting, and presents all records for auditing each year. The Treasurer is responsible for:

- Receives and deposits money.
- Maintains records.
- Draws cheques and presents accounts.
- Signatory on bank accounts.

- Must ensure books are kept up to date.
- Audit – organising and co-ordinating audit of books.
- Reporting of all transaction and a bank reconciliation at P&C meeting, an annual report to be presented at P&C AGM.

ASSISTANT TREASURER:

In the absence of the treasurer, the Assistant Treasurer will fulfill the treasurer's role.

SUB-COMMITTEES

These committees are formed by the P&C to undertake specific planning or tasks. They may be Ad-Hoc Committees, which are formed for a specific purpose and cease to exist after it or they may be Standing Committees, which have an ongoing role and are elected at P&C meetings.

The Current Standing Committee Positions are:

CANTEEN CONVENOR

The role of the canteen convenor is to preside at committee meetings in a fair, democratic and unbiased manner and to oversee the operations of the canteen. The Canteen Convenor is accountable to the Principal and the P&C. The Canteen Convenor is responsible for:

- Maintaining canteen committee rules and policies.
- Ensuring that meetings are properly convened according to the Canteen Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Canteen Sub-Committee.
- Liaising with the School Principal, the P&C President, the School community, paid staff and volunteers on matters relating to the canteen.
- Be ever mindful of paid staff's "Statement of Duties" and "Work Agreement".
- Report to the Canteen Sub-Committee on matters of importance.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.
- Coordinate a stocktake at the end of each term with any two Canteen Sub-Committee members.

CANTEEN TREASURER

The Canteen Treasurer's role is to ensure that the financial system of the canteen and legal obligations to employed staff are maintained, monitored and updated. The Canteen Treasurer is responsible for:

- Payment of Accounts:
 - Ensure that payments are made against invoices and not statements. This prevents duplicate payments and ensures that a valid liability exists.
 - Ensure that all invoices are checked for accuracy.
 - Ensure that supporting documents are cancelled after payment by writing the word PAID, date and cheque number on each invoice/document.
 - Ensure that cheques are signed by at least two people in accordance with the Canteen Sub-Committee policy and rules (the Canteen Manager/Supervisor should not be a cheque signatory).
 - Ensure that all payment documentation is filed monthly in cheque number order including bank statement, a statement of all receipts and payments and bank reconciliation.
- Accounting Records:
 - A cashbook should be maintained and dissected in accordance with the needs of the canteen. For example, separate columns would be used for trading items such as purchases and expenditure.
 - The cashbook should be totaled and balanced at the end of each month.
 - Ensure that a bank reconciliation is prepared each month. The reconciliation should be

checked by a member of the P&C Executive Committee and signed as evidence of check.

- Ensure that all financial records and documents are securely stored and well maintained.
- Wages:
 - Employee Industrial Award to be monitored and upheld
 - Wages are to be paid to the canteen supervisor Friday weekly
 - Income tax to be calculated and Activity Statement to be completed quarterly March, June, September and December.
 - Superannuation to be calculated and paid at the end of each month
 - All transactions to be copied and kept with payment of accounts
 - Provisions for Superannuation, Long Service Leave and Equipment
 - Funds shall be set aside from canteen profits each year for long service leave and equipment replacement. These funds should be placed in an appropriate investment account.
- Reporting:
 - A monthly report of all transaction and a bank reconciliation to be reported at P&C meeting, and an annual report to be presented at P&C AGM.
- Audit:
 - The P&C should appoint an auditor to examine the canteen books.
 - The auditor will check all records and provide a Profit & Loss statement. This person should have knowledge of accounting practice but not be an office bearer of the association.

CANTEEN SECRETARY

The Canteens Secretary's role is to prepare and keep a full and accurate record of the minutes of the Canteen Sub-Committee meetings and related correspondence. The Canteen Secretary is responsible for:

- Distributing the minutes of the meetings.
- Prepare notice of meeting and call for items for agenda.
- Prepare and distribute meeting agendas and record the proceedings.
- Record the proceedings of Canteen Sub-Committee meetings.
- Ensure that records of meetings and related documents are properly kept.
- Ensure that the correspondence of the Canteen Sub-Committee is written and recorded.
- Keeping up to date with NSW Healthy Canteen Strategy requirements and informing Canteen Sub-Committee and paid Canteen Manager/Supervisor of such changes.
- Put a copy of minutes on canteen noticeboard.

FUNDRAISING CONVENOR

The Fundraising Convenor plans, oversees and co-ordinates any fundraising events. They also preside over the Fundraising Sub-Committee, maintain records of all events, expenditure and income received from each event. The Fundraising Convenor reports to the P&C.

- Co-ordinate and chair meetings to plan and discuss fundraising ideas which will then be taken to the P&C meeting for approval by the P&C.
- Organise fundraising initiatives.
- Ensure that meetings are properly convened according to the Fundraising Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Fundraising Sub-Committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to fundraising.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.

UNIFORM CONVENOR

Is responsible for the running of the uniform shop, maintain records of sales, money receipted and the ordering of uniform stock, and report to the P&C meetings.

- Oversee the operation of the uniform shop.
- Complete stock take of all apparel.
- Price and order required stock.
- Accept payments and issue receipts.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C Committee AGM.
- Conduct a Stocktake at the end of each term with one other P&C Executive member.

BAND CONVENOR

- Co-ordinate and chair meetings to plan and discuss band ideas and activities.
- Organise fundraising initiatives for the band.
- Ensure that meetings are properly convened.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to the band.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.
- Oversee the maintenance of the band equipment.
- Oversee the purchase of new equipment.
- Maintain records of hire fees sales, fundraising.

PUBLICITY AND PROMOTIONS OFFICER

Is responsible for ensuring that all upcoming business and any matters of business are advertised in the newsletters or as notes to keep the school community informed about P&C business.

- Prepare P&C news for inclusion in the newsletter on a weekly basis.
- Liaise with office staff on a weekly basis in regard to newsletter contributions.
- Liaise with the Principal in regard to publically promoting the school.
- Liaise with P&C President and sub-committees for newsletter contributions.
- Archive any published articles in regard to Elmore Vale Public School.
- School archivist.