

ROLE DESCRIPTION

The President

Understand rules and operations of a P&C

Good knowledge of P&C meeting procedures

Provide leadership

Chair meetings

Act as your P&C spokesperson/representative

Foster positive communication between P&C and school

Build relationships with wider community

Encourage participation by members

Ensure everybody has a say in the P&C

Accountable for employment and business issues



ROLE DESCRIPTION

The Vice-President

Chair meetings if President is absent

Provide essential support for the President

Help the Secretary and/or Treasurer as required

Understand operations, rules and meeting procedures

Act as President's "understudy"

Understand the various executive roles

Carry out duties delegated by the President

**Be prepared to perform a role particular to your P&C
such as "publicity officer" or "fundraising co-ordinator"**



ROLE DESCRIPTION

The Treasurer

Ensure P&C complies with the Accounting manual

Financial statements/reports presented at meetings

Pay accounts promptly when authorised

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

Monitor wages

Ensure accounts are current and reconciled

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



ROLE DESCRIPTION

The Secretary

Prepare and distribute meeting notices and agendas

Prepare, distribute and present meeting minutes

Maintain a register of correspondence

Distribute correspondence promptly

Maintain a register of P&C members

Maintain a register of Volunteers working for the P&C

Organise, record and maintain P&C documents

Ensure a copy of Constitution is available and accessible



www.pandcsqld.com.au



1800 218 228



enquiries@pandcsqld.com.au