P&C Roles and Responsibilities

President's Message - Next week sees the P&C AGM, at this meeting I will be standing down as president after two years, however I will remain involved with P&C activities. It is a timely opportunity to share the key roles and responsibilities for the P&C positions (see below). The P&C is a rewarding opportunity to contribute to the school and our children’s education and growth. I would like to thank all the families and staff for your support over the past two years. If anyone is interested in taking on a P&C executive position, I would be more than happy to answer any questions – I can be contacted on 0400 782 477 (Sally Martin).

President
Role - overall guiding influence of the P&C; A voice in school decisions where parent input is requested.
Responsibilities
* Signatory on employment contracts with the canteen manager and canteen assistant
* Chairperson of P&C monthly meetings
* All decisions by the P&C are made through the president. Although he/she may be outvoted, the president is consulted about all issues
* Be a signatory on the P&C bank accounts
* Develop lines of communication with the principal
* Be the P&C spokesperson when public statements or actions are required
* Supporting volunteers
* Contribution in the school's weekly newsletter (via the P&C secretary)

Vice President
Role - support the president with the day to day running of the P&C; A voice in school decisions where parent input is requested.
Responsibilities
* Fill-in for the president when needed
* Attend monthly meetings

Treasurer
Role - oversee the P&C finances; Comply with financial accountability requirements.
Responsibilities
* Ensure all funds held and handled by the P&C are accounted for properly
* A signatory on P&C accounts
* Keep P&C accounts
* Bank, or delegate, all P&C funds
* Provide float for P&C activities
* Presentation of income and expenditure report & balance sheet at each P&C meeting
* Submit financial accounts to an independent auditor each year
* With the assistance of the secretary, ensure that the annual P&C insurance is paid (August each year)
* Liaise with the canteen manager to arrange the best way to keep canteen accounts paid and organised
* Make recommendations for surplus funds
* Oversee amendments to the bank account signatories each year

Secretary
Role - oversee the P&C written and electronic communication.
Responsibilities
* P&C communications – both incoming and outgoing
* Prepare P&C contribution to YPS newsletter
* Tuesdays - send draft to P&C executive and canteen manager to add further items; Wednesdays - email by 10am to YPS office staff
* Prepare agenda for the P&C meeting one week prior and email to the school community
* Take minutes of all P&C meetings when present, delegate if unable to attend
* Open letters addressed to P&C and pass on to appropriate person for action or take to the next meeting
* Write correspondence as required
* Provide a report of all correspondence and incoming mail at the monthly meetings
* Maintain a list of financial members