

Beacon Hill Public School P&C Role Descriptions



President

The President is responsible for:

- Chair of all P&C meetings and ensure the successful functioning of these meetings.
- The attainment of the P&C Association's objectives.
- Ensuring that the P&C Association takes part in decision-making processes in the school.
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome.
- Supporting volunteers.
- Leading the parent community.
- Consistent adherence to the P&C Constitution.
- Acting as the P&C Association's spokesperson when public statements or actions are needed.
- Setting up lines of communication with the Principal.
- Attending P&C meetings.
- Being a P&C representative on School Council meetings including confidential out of area approval meetings.
- Representing the P&C at the school's request at other selection committees and advisory boards.
- Maintaining communication lines with the community using the P&C website and social media account/s.
- Obtaining and maintaining active relationships in the community with corporate sponsors.

Voting

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion remains as status quo. This allows the motion to be put forward at another time.

Sub-committees

The President is automatically a member of all P&C sub-committees. The President should be informed of all subcommittee meetings and decisions, this would occur through written report.

We have three Sub Committees and we split the three between the President and Vice President to ensure the Sub Committees are supported.

Vice President x 2

The Vice President is responsible for: this position is split between two Vice Presidents

- Presiding over the meeting in the absence of the President.
- Supporting the role of the President.
- Chairing meetings or parts of meetings under the direction of the President.
- Being signatory on the Association's bank accounts.
- Taking on the responsibility of supporting / leading sub-committees.
- Representing the President if the President is not available.
- Attending P&C meetings.
- Maintaining communication lines with the community using the P&C website and social media account/s.
- Is the Employee Liaison between Staff and Executive/P&C Committee
- Oversees the Fundraising Events / Community Events – this is not running them this is to ensure required documents are completed and other specific requirements are met.
- Create the weekly P&C News with Support of the Class Parent Coordinator
- Liaise with the Class Parent Coordinator to ensure Communication is communicated.

Sub-committees

The Vice-Presidents are automatically a member of all P&C sub-committees. They should be informed of all subcommittee meetings and decisions; this would occur through written report.

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Secretary

The Secretary is responsible for:

- Carrying out the administrative tasks related to the decisions of the meetings as resolves.
- Preparing, in consultation with the President, all meeting agendas.
- Taking notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.)
- Receiving and tabling all correspondence.
- Writing and dispatching outgoing correspondence as resolved/appropriate.
- Issuing notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.
- Attending P&C meetings.

Notice of Meeting

P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues and events to be discussed should be advertised along with names of guest speakers.

Agenda

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organisation, the type of meeting (e.g. Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence. An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports:
 - President's report
 - Treasurer's report
 - Sub-committee reports
 - Principal's report
7. General Business
8. Close

An agenda for Annual General Meetings will be similar to the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.

Treasurer

The Treasurer is responsible for:

- Complying with financial accountability requirements (all P&C members are also responsible).
- Receiving and depositing monies, maintains records, draws cheques and presents accounts.
- Ensuring that all funds held and handled by P&C are properly and openly accounted for.
- The signatory on the P&C accounts and should not delegate this responsibility.
- Encouraging members to understand the state of the P&C Association finances.
- Ensuring a case book or books are kept, recording all financial transactions of the P&C Association.
- Attending P&C meetings.

Planning, Budgeting and Cash Flow

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect any special projects or one-off events. Once the overall budget has been approved, it is helpful to break the budget estimates with actual income and expenditure levels at regular interval throughout the year. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.

Note: The P&C Association budget is separate from the school's budget.

Surplus Funds

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution that has full trustee status.

Audit

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

Other Roles (non-executive role)

Assistant Secretary

- Supports the secretary at P&C meetings
- Supports the role when needed

Assistant Treasurers – 3

- Supports the Sub Committee – Band
- Supports the Sub Committee – Uniform Shop
- Support the Sub Committee – Canteen

Sponsorship/Support

- Maintains and Create Opportunities in the wider community
- Liaises with the Executive Committee about all opportunities

District Council Rep

- Attends the District Council meetings and Communicates Information to P&C

Sub Committee – Band

- Staff – Matt Hurditch
- Committee – Chairperson, Secretary, General Members

Sub Committee – Canteen

- Staff – Jenny Harrison, Kellie Alexandratos
- Committee – Chairperson, Secretary, General Members

Sub Committee – Uniform Shop

- Staff – Claire Locke
- Committee – Chairperson, Secretary, General Members