

POSITION DESCRIPTIONS

EXECUTIVE COMMITTEE

P&C members can nominate for an Executive position and each nominee goes to a vote for election at the Annual General Meeting. Executive Committee members serve in an honorary capacity and will need to obtain a Blue Card.

P&C PRESIDENT

Estimated effort: 30 + hours per month

- Provide leadership and accountability and ensure the P&C, including all of its sub-committees and working parties, is operating effectively and complying with relevant P&C legislation and regulations.
- Foster good communication and relationships amongst P&C Executive, P&C members, the School and the broader community.
- Accountable officer in all employment and OSHC issues.
- Line Manager to P&C Employees.
- Act as spokesperson/representative of the P&C.
- Chair meetings.
- Be a signatory on P&C accounts.

Knowledge/skill of the following would be beneficial to undertake this role

- Microsoft Word & Excel
- Gmail
- Management of Staff; including performance reviews, recruitment and HR knowledge
- Business Management
- High Level Communication and people skills

P&C VICE-PRESIDENT

Estimated effort: 15 + hours per month

- Act as the President's understudy.
- Provide support and assistance to the President and other members of the team.
- Become familiar with P&C Operations, rules and meeting procedures.
- Chair meetings from which the President is absent and carry out any duties that have been delegated.
- Foster good communication and relationships amongst P&C Executive, P&C members, the School and the broader community.
- Be a signatory on P&C accounts.
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Knowledge/skill of the following would be beneficial to undertake this role

- Microsoft Word & Excel
- Gmail
- Management of Staff; including performance reviews, recruitment and HR knowledge
- Business Management; understanding budgets
- High Level Communication and people skills

P&C TREASURER

Estimated effort: 20 hours per month

- Maintain overall responsibility for the financial management of the P&C, including all subcommittee accounts.
- Comply with the Accounting Manual for P&C Associations.
- Prepare an annual budget for the P&C.
- Supply a financial statement at each meeting.
- Make all financial records available to the auditor.
- Prepare annual statements, which must be audited and a copy forwarded to DET regional office.
- Maintain accurate accounts of receipts and expenditure.
- Preside at every meeting of the Association.
- Be a signatory on P&C accounts.
- Ensure all subcommittees have their financial statements/reports at each meeting.
- Ensure all monies are banked in the appropriate account as soon as possible.
- Pay all accounts promptly.
- Monitor wages and ensure all accounts are current and reconciled.
- Ensure accounting is open and transparent.
- Maintain an asset register.
- Maintain an accountable forms register.
- Issue receipts for monies received.

Knowledge/skill of the following would be beneficial to undertake this role

- Microsoft Excel
- Gmail
- MYOB
- Budget

P&C SECRETARY

Estimated effort: 10+ hours per month

- Maintain attendance records and a register of members.
- Prepare the agenda and all relevant documentation for each meeting.
- Record the minutes for each meeting.
- Act upon any directions given at meetings.
- Collect and deal with correspondence in/out as directed by the P&C.
- Organise, record and maintain information pertaining to the activities of the P&C.
- Organise, record and maintain P&C documents.
- Maintain a Blue Card register for P&C Executives, non-parent volunteers and P&C Employees.
- Maintain a volunteer register at every site and activity which volunteers are working on behalf of the P&C.

Knowledge/skill of the following would be beneficial to undertake this role

- Microsoft Word & Excel
- Gmail
- File Management (dropbox)
- Effective Communication skills
- Facebook