Guidelines for Executive Positions at Belair Public School

The information within this document is intended to be used in conjunction with the rules and regulations set out by the Parents’ and Citizens’ (P&C) Federation’s Roles and Responsibilities for P&C Executive Positions: Its main purpose is to provide a broad overview of the various roles and functions of the Executive positions on the P&C at Belair Public School. These guidelines are simply a framework that may be changed or amended by future executive committee and cannot be considered a comprehensive outline of all duties entailed. A great deal of important and invaluable information and resources can be found at The Federation of Parents and Citizens’ Associations of NSW website http://www.panc.org.au/

Belair Public School Parents’ & Citizens’ Association (P&C)

P&C Committee
- All P&C executive and members are governed by the rules and regulations set out by the P&C Federation, the Constitution and By-Laws.
- Any executive member may represent the P&C at special events and school events on invitation
- Whether a member attends or volunteers at sub committee meetings and/or events they are a representative of the P&C
- All volunteers attending meetings and holding positions within the P&C and sub committees should be financial members of the P&C in order to be covered by P&C insurance
- All sub committees report directly to P&C

Roles for the Executive

President
- Adhere to the constitution and by-laws by which the P&C is governed.
- Ensure all executive office bearers and sub committees understand their roles and responsibilities, and help them achieve their goals for the year associations.
- When invited attend school functions as the P&C representative.
- Chair P&C meetings in an unbiased manner ensuring everyone has the opportunity to express an opinion and be heard.
- Delegate duties to vice presidents, executives and co-ordinate sub committees.
- Be approachable and welcome new and past members.
- Promote open lines of communication between the school, the P&C executive and all members and parents.

Vice President
- Support President and other executive
- If President is unable to attend meetings or school functions Vice President to go as P&C representative
- Chair P&C meetings on a rotational basis with the President in order to understand how meetings are run in the absence of the President.
- Assist with the running of any P&C fundraising events.
**Secretary**
- Take minutes of all meetings and prepare copies for the following meeting.
- In conjunction with executive prepare agenda for upcoming meeting.
- Maintains a list of all financial members, attendance records for each meeting and contact details.
- Communicates all incoming correspondence and prepares all outgoing correspondence.

**Treasurer**
There are currently 4 accounts operated by the P&C.
- The P&C main primary account.
- The canteen operating account
- The uniform shop account
- The canteen capital account

There are to be at least three signatories on these accounts: President, Secretary and Treasurer. All cheques are to have two signatures.

The Treasurer is required to:
- Control, administer and record all P&C finances with the support of executive.
- Oversee and monitor all accounts held by the P&C, including checking all monthly statements and financial reports provided by the canteen and the uniform shop.
- Payment of all accounts including insurances and association fees.
- Report to P&C each month on the financial status of all P&C accounts, including reports from sub committees and their respective financial reports.
- Advise on future financial situations, upcoming events.
- Draw and sign cheques.
- Ensure receipts are issued.
- Format financial documentation for sub committees.
- Prepare accounts for auditing; report to be submitted at AGM.
- Prepare financial budget for following year.

**Parents’ Support Group (PSG) Chairperson**
- Ensure sub committee adheres to the constitution and by-laws by which the P&C is governed.
- Chairs PSG meetings in an unbiased manner ensuring everyone has the opportunity to express an opinion and be heard.
- Facilitates and co-ordinates fund raising events for upcoming year and submits list to P&C for endorsement.
- Attend and report to P&C meetings on upcoming events and success of previous events.
- Supports and advises PSG on their role within the P&C.
- Prepares summary of PSG meeting for school newsletter.

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Other roles:

**Canteen Liaison Officer**
Essentially the role of the Canteen Liaison Officer is to supervise the Canteen Supervisor and act as an intermediary between the Canteen Supervisor and Belair P&C. They are required to:
- Either attend and report to P&C at general monthly meetings, or send a written report to be presented by a representative.
- Liaise with Canteen Supervisor in all matters pertaining to the day-to-day running of the canteen.
- Assist the Canteen Supervisor with the pricing structure for the menu.
- Coordinate and assist in completing stock take at the end of the P&C financial year (30th November each year).
- Ensure the canteen menu adheres to a Healthy Canteen policy.
- Liaise with Canteen Supervisor on maintenance needs of the canteen to meet health standards and report these to the P&C.
- Assist the Canteen Supervisor with co-ordinating and confirmation of volunteers on a weekly basis.
- Monitor stock held in the canteen.
- Ensure the Canteen Supervisor maintains accurate and current records of stock and accounts to assist the Canteen Treasurer in maintaining the canteen accounts and the preparation of a monthly financial report.
- Assist the Canteen Supervisor to coordinate Red Day and special school functions and fundraising events.

**Canteen Treasurer**
- Attend and report to P&C at monthly meetings. Assist Treasurer.
- Record finances of sub committee including canteen.
- Payment of accounts for canteen including wages, tax, and superannuation.
- Report to Treasurer prior to P&C meeting.
- Report to P&C in absence of Treasurer.
- Draw and sign cheques.
- Assist in financial discussions and budget forecast.

**Uniform Shop Co-ordinator**
- Attend and report to P&C meetings, or alternatively report at the Parents’ Support Group (PSG) meeting (held third Tuesday of each month at 9am) and have that report presented to the P&C meeting by a representative.
- Managed the running of the uniform shop on a weekly basis.
- Manage stock control.
- Ensure pricing structure is up-to-date.
- Coordinate the stock take at the end of the P&C financial year (30th November each year).

**Grounds Committee**
- Co-ordinate and liaise with P&C members on grounds improvements.
- Facilitate and co-ordinate jobs and volunteers for working bees.