

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 Treasurer

Ensure P & C complies with 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 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 Secretary

**Collates the agenda papers for each meeting,
(including subcommittee reports)**

**Assists the President in preparing an agenda for
each meeting.**

**Prepare and present minutes of the
Association's meetings**

**Record and deal with correspondence in/out as
directed Generally organise, record and
maintain information pertaining to the
activities of the Association.**

