

P&C ASSOCIATION

WEST END STATE SCHOOL

Executive Committee of the P&C Position Descriptions

***Attend AGM to nominate for any position in person or send through a committee nomination form if unable to attend.**

The roles and responsibilities of the Executive are described on Section 14 of the P&C Constitution. You must be a member of the Association to apply.

All P&Cs require an Executive Committee comprised of at least the following officers:

President

Vice President - Events

Treasurer

Secretary

The Executive Committee is responsible for ensuring the Association fulfils its legislative requirements and is accountable for the P&C's operation. Executive Committee members should be familiar with the role they are elected to undertake and understand their responsibilities.

The Constitution provides some limits to the membership of the Executive Committee. Neither the school's Principal nor staff employed by the P&C are permitted to hold a position on the executive Committee.

All members of the P&C Executive are required to hold a valid business Blue Card due to their role in administering the WESS Outside School Hours Care Service. The P&C Executive is the Approved Provider of the service and as such have specific responsibilities in having management and control over the OSHC operations. These obligations are to comply with both the Education and Care Services National Laws and Regulations as well as the financial administration of Child Care Subsidy under the Family Assistance Act. In addition to acquiring a business blue card, you will be required to undergo probity checks with ASIC, AFSA and the AFP. You will also be required to hold a valid Australian Driver's license, Australian passport or citizenship certificate or hold a valid resident Australian visa.

The Executive team will meet at least once a term with the Principal before General Meetings throughout the school term.

In addition to running community engagement and fundraising activities, the WESS P&C operates the following services; OSHC, Tuckshop and the Uniform Shop. WESS P&C currently employs around 50+ staff including P&C Office staff.

The President Role

The President provides leadership to the P&C and is the P&C's accountable officer. As a leader, you encourage enthusiasm and a sense of belonging among members and help develop a team spirit that keeps everyone working towards your identified goals.

It is the President's responsibility to:

- Represent the P&C (in meetings, events and the community)
- Encourage participation and communication between the P&C, school and local community with the support of the Secretary and the Vice-Presidents
- Be a member of the school council if one exists
- Chair all meetings when present, according to the rules that govern meetings
- Watch for and address any conflicts of interest
- Be a signatory on P&C bank account/s
- Sign any agreements for and on behalf of the P&C following approval by the members and, if necessary, approval by the Principal
- Ensure that fellow Executive Officers and P&C members are aware of the requirements of the P&C's Constitution and Accounting Manual
- Abide by the Associations code of conduct.

The President is required to:

- Conduct meetings efficiently and fairly
- Ensure that all members feel welcomed and valued
- Be familiar with the Constitution and Accounting Manual
- Be familiar with the P&C's rules, operations and meeting procedures
- Supervise the treasurer to ensure the Treasurer is meeting the P&C's financial responsibilities
- Develop plans and goals for the coming year, in collaboration with the Executive Committee and Principal
- Plan and review the P&C budget and annual operation plan throughout the year, in collaboration with the Executive Committee

At meetings, it is the President's responsibility to:

- Welcome new members and guests and introduce them to other members
- Ensure that a quorum of members is present
- Start the meeting on time and be sure time is used effectively
- Remain impartial and polite

- Present a report on Executive action for ratification
- Ensure members are aware of contents of minutes from the previous meeting
- Obtain confirmation of the minutes and sign the master copy for the records
- Announce business in accordance with the agenda
- Give firm rulings and guidance to meetings
- Assist the discussion by guiding debate along relevant lines
- Give all members the opportunity to speak but also confine speakers to the matters under discussion
- Put to the vote motions and amendments and announce the result
- Determine points of order
- Provide explanations to those in doubt about procedure or the subject matter under discussion
- Introduce guest speakers and arrange for movers of votes of thanks
- Ensure that priority items on the agenda are dealt with accordingly
- Establish the next meeting date and time and close the meeting
- Sign off on Treasurer's Report, Operations Overview Report and previous meeting minutes after ratified at meetings

As P&C President, you will be the first choice when a P&C representative is needed ex. speaking at assembly, presenting awards to students, welcoming a local politician visiting the school or interacting with nearby businesses. You will need good communication skills and an understanding of the P&C's purpose. Set a good example by being seen to follow school rules.

The P&C President is the Association's point of contact with the school. It is important to build good relationships and liaise closely with the Principal / Administration officers and other staff. Help keep parents who are not members informed.

The Vice President - Events

The Vice-President Events provide essential support to the President and to other Executive Officers as required. A Vice-president is responsible for chairing meetings in the President's absence and carrying out any duties delegated by the President. Will take on Secretary or Treasurer responsibilities if required. The Vice-President of Events (VPE) will support the Association to ensure that all event activities for the WESS P&C are delivered for the community as determined

The Vice President Events should

- Consider this position as the President's back up
- Become familiar with P&C operations, rules and meeting procedures
- Provide support and assistance to all the Executive Officers

- Undertake their specific role duties transparently, encouraging collaboration and engagement
- Look on the role as a means of gaining an understanding and supporting all Executive roles.

The duties of specific Vice-President role are as follows:

- In collaboration with the P&C Office, the VPE is to provide leadership and guidance for the Events Team to deliver events
- Ensuring schedules for events are being met by the Events Team
- Ensuring all required documentation is completed for events
- Ensuring P&C office and events team are working effectively to meet all relevant event goals and deadlines including marketing and promotions
- Ensuring Events Team are complying with relevant P&C and school legislation and regulations
- Working with the P&C Office and Events Team to ensure logistics of supplies and set up of events is appropriately planned and executed
- Following any guidance and directive provided by the P&C office when collaborating between P&C business units
- Ensuring professional and personal impartiality when carrying out duties
- Helping to organise and maintain any Sponsorship partnerships and ensuring P&C obligations are met
- Monitoring and reporting any potential conflicts of interest
- Presiding at every meeting of the Association where possible
- Being a signatory on P&C accounts
- Gathering appropriate reports and information in collaboration with the Events Team on their activities to provide for operations overviews and at meetings if required.

The Treasurer

At WESS P&C we employ a part time Finance Officer who is responsible for paying approved invoices and maintaining accounts. In addition, we have A Business Manager and contracted a third-party provider (CMS) to support payroll financial reporting and other financial tasks. However, the Treasurer is the elected officer

responsible for the Association's finances. Responsible for assisting with approving payments, budgeting and financial reporting. Formal qualifications are not required for this role.

Most of the following requirements of the Treasurer's role are supported and/or provided by the P&C office staff and our 3rd party book keeping service. This section provides an overview of the Treasurer's responsibilities. More details are included in the P&C Accounting Manual.

The Treasurer cannot also be the current President or Secretary of the P&C.

It is the Treasurer's responsibility to:

- Ensure the P&C complies with the accounting Manual including the payment and receipting of all approved expenditure
- Manage the CMS financial management and reporting services including the annual review of the agreement between the P&C and CMS
- Review the monthly financial reporting prepared by the Finance Officer, Business Manager and CMS
- Prepare an annual operation plan and budget in consultation with the P&C Executive and P&C Office staff
- Be involved in the preparation of the school's budget and annual operation plan (where possible) maintain an accountable form register (for receipt books, cheque books, deposit books etc.)
- Review the asset register detailing all assets purchased by the P&C for P&C as developed by the Business Manager
- Monitor wage and ensure all accounts are current and reconciled
- Review the annual financial statements of the P&C for the auditor
- Ensure the P&C's annual insurance is paid and monitored throughout the year for one-off events and/or additional stock that may require supplementary cover e.g. major events
- Ensure the annual financial statements are audited under the Education (General Provision) Act 2006
- Ensure accounting is open and transparent
- Welcome questions from the broader P&C members on financial matters
- Follow the Accounting Manual

When first appointed, the Treasurer should:

- Obtain a briefing from the previous Treasurer and from the Business Manager and Finance Officer
- Obtain a business blue card

- Change bank account signatories for the P&C's bank account/s as quickly as possible (including themselves as Treasurer and other new executive Officers, while removing previous executives)
- Identify who was the previous contact person for the ATO and notify the ATO of the new contact person is relevant (via the ATP portal)
- Meet with the third-party provider CMS to establish a working relationship.

At meetings it is the Treasurer's responsibility to:

- Supply financial statements & reports
- Sign off on Treasurer's Report with President after ratified at meetings
- Give the Secretary a copy of the signed statements following each meeting for insertion in the minutes.

At an AGM it is the Treasurer's responsibility to:

- The annual financial statements are prepared (where multiple bank accounts exist, prepare consolidated financial statements that combine the financial statements for all the associations accounts)
- An audit has been performed of the annual financial statements and accounts of the association (see "Auditor's Requirements" in the Accounting Manual for a list of the documents the auditor requires)
- The audited annual financial statements are certified by you (as Treasurer), the President and the Secretary budget for the new financial year is prepared using an inclusive and collaborative process preferably with a committee/working group
- The annual insurance premium is paid to P&Cs Qld which is due on or before 31 March
- Seek quotes from auditors for the next financial year
- Present the association's audited financial statements for endorsement – this must be a consolidated audit including all subcommittees (if any)
- Present a copy of the auditor's report and management letter (if any) and ensure that any issues raised are discussed and addressed
- Propose an auditor for the following year present the association's budget for the new financial year for endorsement.

While a bookkeeper may maintain the bookwork, the Treasurer is the elected officer responsible for the Association's finances. Employing a bookkeeper does not mean that the Treasurer's ownership of their responsibilities is delegated. A paid bookkeeper can be a member of the P&C, but as an employee, cannot be a P&C officer.

At the end of the financial year (31 December), the Treasurer must provide to the appointed auditor, the P&C's books and accounts including its subcommittees (if

any). See Section 21 of the Constitution and the Accounting Manual for more detail of the annual audit and the auditor's requirements. The annual audit should be done as soon as possible following the end of the financial year, to ensure the audit is complete before the AGM that must be held before 31 March each year.

The Secretary

The Secretary attends to the administrative tasks required to operate the P&C, particularly regarding meetings and correspondence.

It is the Secretary's responsibility to:

- Prepare and provide notice to members of upcoming meetings within the required timeframes
- Prepare and distribute meeting agendas to members
- Prepare, distribute and present minutes of meetings to members
- Act upon any directions given at meetings
- Maintain a register of all incoming/ outgoing correspondence and distribute correspondence promptly when required
- Maintain a register of members including life members
- Maintain a blue card register for non-parent members, paid employees and Executive Officers when the P&C operates an OSHC service
- Maintain a volunteer register at every site and activity where volunteers work on behalf of the P&C – Sign in / out form
- Ensure a copy of the P&C's Constitution is accessible and available to members
- Organise, record and maintain P&C documents, ensuring that all necessary records are retained/archived appropriately.

When first appointed, the secretary should:

- Meet with the outgoing Secretary
- Take over management of the records retained by the P&C
- Establish the register of current members (noting that all previous memberships lapsed at the AGM)
- Coordinate any transition of P&C email addresses to ensure that email is receivable by the appropriate officers.

The Secretary's role in P&C meetings:

- Record the meeting minutes, following the framework of the agenda as outlined in the Constitution

- Record details accurately (but succinctly); if the meeting is moving too fast for accurate recording, ask the speakers to slow down, record meetings to transcribe and / or add details after the meeting
- Keep an attendance book, listing the full names of those who attend and those who provide an apology
- Prepare draft of meeting minutes after every general meeting and AGM
- Record motions clearly. A motion should:
 - commence with “That ...”
 - be quite specific
 - be unambiguous
 - contain only one sentence.

The Secretary’s role in AGM meetings:

- In consultation with the Executive, prepare the agenda and distribute it to members as outlined in the Constitution
- Ensure that draft minutes of the previous AGM are completed and ready for tabling
- Ensure you have acted upon any directions given at the previous AGM, and identify and list items for comment in the “business arising from the previous annual general meeting” item on the agenda
- Complete the annual checklist for the Student Protection Risk Management Strategy
- If possible, arrange to have all required reports sent to you electronically prior to the meeting
- Compile any applications for membership received to date for presenting.
- Provide copies of the agenda and the previous AGM minutes (if not already circulated)
- Keep accurate notes of the meeting, including noting all who are present and those who have given apologies
- Assist with business arising from the minutes of the previous AGM
- Ensure that you receive and table all membership applications regardless of whether they are for new or renewing members
- Provide the Student Protection Risk Management Strategy for adoption
- Provide new model constitution, if applicable.
- Notify the school’s MIS administrator of changes, if any, to the P&C’s email address;
- Assist with any change of signatories on the P&C’s bank account;
- Provide the adopted audited financial statements to your DoE regional office by 31 May, or to your principal if your school is an independent public school;
- Notify P&Cs Qld of the details of your newly elected executive committee;
- Prepare draft minutes from your notes taken at the AGM;
- Attend to blue card applications for any members who are:

- Not a parent of a student in the school (volunteer card) and/or Executive officers who are responsible for the operation of an OSHC (business card).

P&C ASSOCIATION

WEST END STATE SCHOOL

West End State School P&C - Liaison Officer and Volunteer Teams Position Descriptions

*Attend AGM to nominate for any position in person or send through a committee nomination form if unable to attend.

Swim Club Volunteer Team (Made up of min 3 P&C members, max 5)

West End State School P&C run a swimming club term 1 and term 4 on Thursday night (week 2-week 9) 6pm – 8pm. All WESS students of varying levels are welcome. All Swim Club Volunteer Team members must be members of the Association. A Chair of the team will be appointed at the group's discretion and will become the Team's first point of contact.

The Swim Club Team is responsible for:

- Setting up the swim club events in the App (written procedure available)
- Promoting the events on social media/school newsletter (Facebook posts and calendar events)
- Organizing volunteers for starting/marshalling / time keeping BBQ & food service
- Arranging paid "lifeguard"
- Locking up at the end of the evening/packing away lane ropes
- Organising BBQ
- Reporting on any Swim Club activities in P&C Operations Overview and motioning for any needed expenditure at a General Meeting
- Manage and work alongside volunteers – seek volunteer support as needed
- Organising the POS system and PA system (ensuring charged & connected).

BBQ involves

- Pre-ordering food, moving food from stored location to pool (often Tuckshop) – food ordered as per direction from P&C Office
- Purchasing drinks as per direction from P&C Office – ensuring cold
- Ensuring BBQ has gas – move from admin location /return
- Setting up tables for serving
- Buying (sometimes on the day items) including ice, tomatoes, lettuce
- Ensuring food preparation area clean
- Ordering supply of serviettes/cardboard serving plates
- Washing aprons and tea towels
- Collect money (electronically) for food and entry fee
- Ensure all food orders are entered into the POS system (Square)

Grants Liaison Officer (1-2 positions)

As a not-for-profit organisation, WESS P&C can apply for various grants to help benefit the school community. This position has the responsibility of effectively undertaking the administration of grants and contributions as well as the initial investigation and recommendation of funding opportunities. Applicants must be a member of the Association.

The Grants Officer is responsible for:

- Proactively identifying available grants for discussion covering the current year and beginning of following year (prior to AGM)
- Liaising with the school and P&C to source grant opportunities for those already identified and approved projects, events and infrastructure at the School
- Work with appropriate officers, school staff and Executive Members for the preparation of approved project estimates, planning, works, programs and project management arrangements
- Write submissions for grants for projects
- Proactively working with P&C Finance to develop the financial components of grant applications
- Liaise with P&C Finance team to ensure grant funds are appropriately reported and acquitted
- Review funding agreements to capture all relevant milestones and recipient obligations in accordance with policy and procedures
- Help maintain a whole of organisation grants register of all grant applications, claims and payments

Events Volunteer Team (Made up of min 3 P&C members, max 5)

The WESS P&C organises fundraising and community engagement activities each year to: Supplement government funding to enhance services, facilities and resources. Engage the WESS School Community. All Events Volunteer Team

members must be members of the Association. A Chair of the team will be appointed at the group's discretion and will become the Team's first point of contact.

Events Team is responsible for:

- Working to deliver the annual events as per the calendar set by the P&C and Principal - revising dates as needed
- Working with the Vice-President - Events to establish supplier and volunteer needs for each event and then sourcing appropriately
- Identifying and managing a range of fundraising and community engagement strategies to meet WESS event goals (ie sponsorship, volunteers, donations etc)
- Establishing and working with any event leaders and volunteers to ensure needs and requirements are met
- Assist in creating events content and messaging for P&C communication channels
- Working with P&C Office to establish fundraising budgets for each event and contributing to any forecasted budgets for consequent years
- Sourcing, managing and working alongside fundraising volunteers
- Event reporting for the P&C Operations Overview and at meeting when required on progress of event activities
- Following guidelines and directives provided from P&C Office to ensure compliance, transparency and the maintenance of professional impartiality

Community Engagement Liaison Officer (1-2 positions)

The P&C can only be effective if it has members and is able to engage with the school community and the broader West End Community. Applicants must be a member of the Association.

Community Engagement aims to:

- Encourage P&C participation and engagement with parents/carers and broader community
- Coordinate and improve the annual Parent Representative Program
- Coordinate Language Representatives based on community needs
- Engage with the School Council and the Parent & Language Representatives
- Work closely with the P&C to develop and execute a parent/carer strategy and campaign to increase awareness and understanding of the P&C and ultimately increase membership & engagement
- Work with Events team to promote and encourage volunteer activity at events
- Coordinate and promote Chit Chats at the P&C café (as scheduled in the Calendar) set new discussion topics and notices

- Assist in creating community engagement content for P&C communications channels
- Identify any additional marketing material that may help to further promote the P&C and build visibility within the School and liaise with the P&C Office to determine feasibility
- Regularly attend School events to promote the work of the P&C and the benefits of P&C involvement
- Promote sign up and engagement at school and P&C events
- Report on community engagement activities in Operations Overview and at meetings if required

P&C Executive Officer Nomination Form

West End State School P&C Association

This form is for members interested in nominating for a Committee position who will not be attending the AGM to nominate in person. Please return to office@wesspandc.org

I wish to nominate _____ as a candidate for the position of:
Candidate's name

<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Vice-President - Events <hr/> <input type="checkbox"/> _____ Additional Officer/s as determined by the Association (additional Officers are not considered part of the P&C Executive Committee)
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Candidate

I accept the nomination for the position of _____

Name: _____ Signature: _____

Moved by:

Name: _____ Signature: _____

Seconded by:

Name: _____ Signature: _____

Notes:

- The candidate, nominator and seconder must be members of the Association.
- "Moved by" and "Seconded by" may be completed before, or at the meeting.

Please send completed form

P&C Secretary's use only

Successfully elected:

- Yes
- No
- Membership forms received