

P&C ASSOCIATION

WEST END STATE SCHOOL

Executive Committee of the P&C Position Descriptions

The roles and responsibilities of the Executive are described on Section 14 of the Constitution.

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

President

Treasurer

Secretary

Vice-President – Fundraising

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.

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 60+ staff including P&C Office staff.

President

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 and events)
- 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.

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.

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.

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

The Vice-Presidents 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. Take on Secretary or Treasurer responsibilities if required.

The Vice-President should

- Consider this position as the President's understudy
- 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:

Vice President – Fundraising

The Vice-President Fundraising will support the President to ensure that all fundraising activities for the WESS P&C are

The Vice President Fundraising is responsible for:

- Ensure required documents are completed (such as insurance and risk assessments) and other specific fundraising requirements are met
- Help find Coordinators and volunteers for fundraising activities
- Ensure P&C office and Events Coordinators are working effectively to meet all relevant fundraising goals and deadlines
- Ensure Event Coordinators are complying with relevant P&C and school legislation and regulations
- Preside at meetings of the Association
- Be a signatory on P&C accounts
- Reporting on Fundraising and Events activity in operations overviews and at meetings if required.

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.

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
- 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.

When first appointed, the Treasurer should:

- Obtain a briefing from the previous Treasurer and from the Business Manager and Finance Officer
- 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
- 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
- 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.

The Treasurer should plan the year's income and expenditure in a budget. A budget helps to ensure that the P&C's income and expenses are well planned. When the budget is shared with the P&C membership, it can reduce unplanned expenses and off-the-cuff or ad hoc decision making. A good budget will include fundraising goals, operating expenses and expenditure priorities. It is a flexible guide that can be adapted or changed if necessary, rather than as a rigid framework for all income and expenses.

The Treasurer should ensure that the P&C has in place cash-handling procedures for the counting, reconciliation and banking of money as prescribed in the Accounting Manual. These procedures help to protect the P&C against funds mismanagement and provide an appropriate check against unfounded accusations directed at the Treasurer. The Accounting Manual requires that two people count cash together and sign to verify the total to be banked, that the total money counted matches the total banked, and that the banking be done by someone independent of those who counted the money.

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 responsibilities are 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. 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.

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
- 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).