

# Camden Public School Parents and Citizens Association

## FACT SHEET: P&C Position Descriptions

### Executive Positions

President  
Secretary  
Vice President (x2)  
Treasurer  
Communications & Advertising

### President

The President is nominated and elected by financial members at the P&C Association's Annual General Meeting.

The President is responsible for:

- The consultation, strategic direction and attainment of the P&C Association objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Supporting volunteers and fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Consistent adherence to the prescribed constitution and liaising with the P&C Federation.
- Acting as the P&C Association spokesperson when public statements or actions are needed with all stakeholders including issues relevant to Camden Public School
- Setting up lines of communication and maintaining consultation with the Principal
- Being signatory on the P&C Association bank accounts
- The successful functioning of the P&C Association meetings
- Chairing meetings, including but not limited to AGM, General and maintaining representation on all P&C Sub-Committees.
- Attend and Assist with P&C run events.
- Represent the P&C Association by attending School Events as required.
- Seek, apply and endorse grants that will benefit the P&C Association to meet objectives.
- Represent the P&C Association by attending Regional P&C Association meetings as required.

### Secretary

The secretary is nominated and elected by financial members at the P&C Association's Annual General Meeting.

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

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### **Vice President (2 positions)**

The Vice President (2) is nominated and elected by financial members at the P&C Association's Annual General Meeting.

The specific functions and events made the responsibility of each Vice President can vary per calendar year. The P&C Association Executive is responsible through consultation to allocate strategically the coordination of P&C school run events and major events with the aim to meet the P&C Association objectives. P&C Association events can include the organisation, leadership and coordination of;

School Discos

Mothers & Fathers Day Stalls

Easter and Christmas events

BBQ's inc Elections

Bi-Annual School Fete

Trivia night or similar

The Vice President (2) is responsible for;

- Chair a General meeting in the President's absence and chair Sub-Committee meetings if required.
- In association with the President ensure consultation, strategic direction and attainment of the P&C Association objectives
- Demonstrate leadership and coordinate P&C run school events and/or major events including liaising with Principal, Parents and Carers and external stakeholders.
- Actively attend and engage in P&C Association Executive meetings as required.
- In association with the President represent the P&C Association by attending school events not limited to Presentation Day and Kindergarten Orientation as required.
- Table reports to the P&C Association about activities and school events
- Supporting volunteers and fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Attend and Assist with P&C run events.

### **Treasurer**

The Treasurer is nominated and elected by financial members at the P&C Association's Annual General Meeting.

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer is responsible for;

- Receiving and depositing monies, paying authorised bills from P&C funds, maintaining records, draws cheques and presents accounts.
- Ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees.
- Maintaining signatories and bookkeeping of P&C accounts.
- Ensure planning, budgeting and cash flow are maintained to meet objectives.
- Organising and maintaining appropriate insurance for the P&C.
- Table reports to the P&C Association meetings on receipts, payments handled and current balances so members understand the state of the P&C finances
- Preparing a Financial Statement of Income and Expenditure and a Balance Sheet for the audit of the P&C books and to the AGM.
- Attend and assist with P&C run events, including coordinating floats and managing takings at major events.

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- Ensure a copy of audited accounts, signed by the president and treasurer are forwarded to Federation of P&C Association of NSW annually.
- In association with the President represent the P&C Association by attending school events not limited to Presentation Day as required.

### **Executive Member - Communications and Advertising**

The Executive Member - Communicating and Advertising is nominated and elected by financial members at the P&C Association's Annual General Meeting.

- Actively communicate to the school community information deemed appropriate to assist in attainment of the P&C Association objectives
- Seek means across different media to increase engagement of P&C events and notices.
- Administer, manage and monitor P&C social media.
- Notifications of upcoming meetings to school community.
- Manage and coordinate community advertising in the school newsletter - In association with Vice President source businesses wanting to advertise, liaise with Treasurer regarding invoicing, liaise with business owner, Principal and Office Staff to produce article/artwork for advertising.
- Ensure the P&C are meeting any agreed terms or advertising agreements in place with external stakeholders
- Table reports to the P&C Association about activities.
- Attend and assist with P&C run events.
- In association with the President represent the P&C Association by attending school events not limited to Presentation Day as required.

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### **Non-Executive Positions**

Any nominations received by the Secretary and expressions of interest sought at the AGM will be tabled for the following positions. Non-Executive Positions can be filled by any financial member of the P&C including officer-bearers of P&C Executive. Sub-Committee representation can be accepted from multiple members however a team leader must be determined. Non-Executive representatives will be announced following consultation between the P&C Executive and the Principal at a date as soon as possible to ensure P&C Association objectives and the School Vision are complemented.

Uniform Shop Sub-Committee – Team Leader  
External Works Sub-Committee - Team Leader  
Enrolment Committee P&C Representative  
School Self Evaluation P&C Representative  
Merit Selection Panel P&C Representative

### **Uniform Shop Sub-Committee – Team Leader**

- Provide leadership in customer service to parents and carers in purchasing school uniforms.
- Provide advice to parents and carers in line with the uniform policies following consultation with P&C Executive and Principal.
- Coordinate and maintain a team of volunteers to assist in the shop.
- Pick and pack uniform orders.
- Liaise and negotiate with suppliers, account managers and place purchase orders in a timely manner to coincide with seasonal change and the beginning of year requirements.
- Complete 6 monthly stock takes and report to P&C Executive.
- Show integrity and honesty with cash handling and reporting processes.
- Regularly liaise with Treasurer regarding ordering of stock, stock take, deposits of takings
- Provide report on Uniform Shop activities and present at P&C General Meetings.
- Attend and assist with P&C run events.
- Liaise with the School Administrative Officer and Executive Member Communication and Advertising as needed regarding operational matters of the P&C Uniform shop and communication between the uniform shop and school community.

### **External Works Sub-Committee - Team Leader**

- Maintain communication and engagement with the Principal, local authorities and external stakeholders with regards to external works impacting Camden Public School
- Maintain communication and engagement with the Principal and local authorities with regards to road safety and traffic management incidents and near miss events impacting the school community.
- Provide report on activities and present at P&C General Meetings.
- Strive for factual information and transparency to maximise the wellbeing of all students, parents and carers.
- Attend and assist with P&C run events.

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## **Enrolment Committee P&C Representative**

- Liaise with Principal and Executive Staff regarding enrolment applications as needed.
- Provide report (detail subject to NSW Department of Education confidentiality) on activities and present at P&C General Meetings.
- Attend and assist with P&C run events.

## **School Self Evaluation P&C Representative**

- In association with the P&C Executive liaise with Principal regarding school Annual Reports and Surveys as needed.
- In association with the P&C Executive attend a school meeting to support school self-assessment against the School Excellence Framework to determine key recommendations and priorities for the annual school plan.
- Provide report on activities and present at P&C General Meetings.
- Attend and assist with P&C run events.

## **Merit Selection Panel P&C Representative**

- Represent the P&C Association by attending training session(s) in merit selection panel techniques
- Represent the P&C Association as a part of the merit selection panel to select permanent school staff as per NSW DET policy.
- Provide report (detail subject to NSW Department of Education confidentiality) on activities and present at P&C General Meetings.
- Attend and assist with P&C run events.

*Please note;*

*Each role in this fact sheet suggests attendance and active engagement with P&C run events. An "all hands on deck" approach from all financial members is important in ensuring the success of the Camden Public School Parents and Citizens Association which will result in upgraded student facilities, equipment and resources to create an inspiring environment for all students to develop and learn.*

*All nominees are to be financial members of the Camden Public School P&C Association.*

*Financial members are those who have paid their annual subscription (\$1) prior to the close of the last P&C General Meeting before any given AGM. Refer Prescribed Constitution of Incorporated Associations*