



INFORMATION REGARDING P&C POSITIONS

- **PRESIDENT** - The P&C President has the fundamental role of providing leadership to the parent community which includes having an awareness of parental concerns and expectations and being an active participant in the school's planning and priority setting. The role involves overseeing sub-committees who run the canteen, uniform shop and fundraising. **Responsibilities:** Responsible for formulating the annual objectives for the P&C and delegating duties in order to achieve this plan. Chairs Executive, Convenor & P&C meetings, represents P&C in regular meetings with the School Principal. May also represent the P&C by attending Regional P&C Association meetings. This role does involve a degree of flexibility in hours and would be ideally suited to a parent who wants to take an active interest in the education of children and help their local community. The position would be ideal for a parent who is not currently working, works flexible or part-time hours, or studies part-time. **Currently Cass Levitzke**
- **VICE-PRESIDENT** - The role of the vice president is to support the president and other committee members as well. P&C Responsibilities are generally split by sub-committees, with a vice president overseeing the smooth running of these subcommittees. **Responsibilities:** Support the president and other committee members. This includes taking an active role in assisting with any events being organised by one of the sub-committees, being prepared to take on independent projects as required from time-to-time. Attend the P&C & Executive & Convenor meetings and assist with issues arising. Be prepared to take minutes in the absence of the secretary. You may be called upon to act temporarily as President should the P&C President be absent. This role would suit someone working full or part-time but you will need to be able to commit a few hours per week. **Currently Rachelle Case**
- **P&C SECRETARY** - The Secretary is the principal administrative officer of the Association. They contribute significantly to the smooth running of the P&C, and to maintaining transparent communications within the school community (through accurate minutes etc). **Typical duties:** Takes minutes, distributes and displays minutes. Keeps a continual record of the business of the P&C by maintaining the Minutes book. Writes letters as needed. Collects, reviews and distributes incoming mail. Attends executive and P&C meetings; must be willing to receive queries from school community and direct appropriately. May also produce flyers as required for social/fundraising events. **Currently Elise Jahn**
- **P&C TREASURER** – This is a key role of the P&C team. The P&C raises, manages and invests into the school (and employees) a substantial amount of money each year. The Treasurer manages the planning and tracking of the financial results of the P&C, ensuring the P&C is complying with Australian Accounting standards. A reasonable standard of maths and knowledge of Excel is ideal for this role. Someone with Bookkeeping skills would be ideal. **Responsibilities/Tasks:** Maintains financial records using software provided by the P&C. Prepares monthly reports. Responsible for payment of salary & other employer costs. Oversees payment of P&C accounts and invoices (joint signatory, along with President and Vice); checks bank reconciliations at month-end & throughout the year. Presents reports at executive and P&C meetings. Prepares books and accounts for audit as required; maintains P&C insurances. Provides review of financial results; reviews the annual sub-committee reports for consistency (i.e. Canteen, Uniform Shop and Fundraising). This position is mainly done at home but you will need to be available during school hours at least once per week. **Currently Alisa Merriman**

- **EXECUTIVE MEMBERS X 4** – Responsible for ensuring that all P&C decisions are acted on and to support the rest of the exec. committee as noted above. Required to attend occasional extra meetings on top of the monthly P&C meetings. **Currently Emma Anderson, Belinda Trowbridge, Lisa Hilliard , Brooke Benbow and Rachel Fiorini**
- **HAPPY WALK CO-ORDINATOR** – Responsible for sending out flyer promoting day, co-ordinating money counting and arrange sausage sizzle. **Currently Unfilled.**
- **DISCO CO-ORDINATOR** – Responsible for organising and running the event – all details are available in a well documented “Run-Sheet”. Includes securing volunteers to fill all time slots and organising DJ. **Currently Josh Jackson.**
- **DONATIONS/RECRUITMENT COORDINATOR** – Responsible for helping coordinate requests to business and government departments for donations/prizes for various fundraising activities throughout the year (this position also forms part of the Executive Committee). Also responsible for identifying new members, with the help of Admin Staff and Teachers. **Currently Unfilled**
- **BOOK FAIR/BOOK CLUB COORDINATOR** – Coordinates the Annual Book Fair, sources volunteers and sets up Library for the Fair. Records incoming money and gives to Treasurer for banking. **Currently Robyn Hart**
- **KISS & DRIVE COORDINATOR** – This position is a vital one. Responsible for enlisting volunteers and rostering those to cover K&D. Help is provided from Graham Watson for this position. **Currently Unfilled**
- **FUEL OUR SCHOOL COORDINATOR** – Responsible for keeping a record of incoming money in the Cool our School “Bin” and ensuring money is banked by the end of the year. **Currently Unfilled**
- **SAFETY HOUSE CO-ORDINATOR** – **Currently Unfilled**
- **SAKG CO-ORDINATOR** – **Currently Unfilled**
- **POSITIONS DELETED FOR NOW:-** Library Co Ordinator, Safety House, Canteen, School Board Rep, Passports, Uniform Shop, Class Rep